DOCUMENT RESUME

ED 319 398 IR 014 425

AUTHOR Janssens, D.; Jesse, A.
TITLE Micro-ISIS Training Course: Data Processing Principles and Applications. (Databases for Bibliographic Records and Serials, Training Material and Training Institutions, Addresses, and Registration of Mail).
INSTITUTION International Labour Office, Geneva (Switzerland). Central Library and Documentation Branch.
REPORT NO ISBN-92-2-106962-1
PUB DATE 89
NOTE 167p.; Figure on page 135 is illegible due to extremely small print.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051) -- Guides - Classroom Use - Guides (For Teachers) (052)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Bibliographic Databases; *Computer Networks; *Databases; *Data Processing; Information Systems; *Information Transfer; Instructional Materials; *Library Automation; Microcomputers; Transparencies
IDENTIFIERS *MicroISIS

ABSTRACT

This document contains a compilation of overhead projection sheets from an International Labour Office (ILO) Training Course in Micro-ISIS held in March 1988, augmented by explanatory text and applications to a wide variety of databases. It is designed both to provide a visual, didactic approach to Micro-ISIS, and to constitute a quick-reference guide to Micro-ISIS functions. It is noted that the material is to be used in conjunction with UNESCO's "CDS/ISIS Manual" (Mini-micro version, release 2.0). It is further noted that, although the material is designed for a course, it can also be used for self-study. The first part of the material describes the principles of Micro-ISIS and the processes of searching, printing, data entry, data definition, and data exchange. The second part presents applications such as a bibliographic and serials database for use by ILO External Offices and other institutions that intend to exchange information with ILO's LABORDOC database, databases for training material and institutions in the International Regional Training Information System (IRTIS), and databases to record addresses and incoming/outgoing mail. A bibliography of Micro-ISIS documentation, training material, and articles is provided. (GL)

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Micro-ISIS training Courses:

data processing principles and applications
(databases for bibliographic records and
serials, training material and training institutions,
addresses, and registration of mail)

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ISBN 92-2-106962-1

First published 1989

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Printed by the International Labour Office, Geneva, Switzerland

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LO. Central Library and Documentation Branch
icro-ISIS Training Course: data processing principles and
pplications (databases for bibliographic records and serials,
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eneva, 1988. 90 sheets (ILO BIBL 5 ENGL (1988))
BN:92-2-106962-1

LO pub/. Micro-/ISIS/ /training course/, /data base/s -
rogrammed text/. /Bibliography/, /illustration/s (/still
rojection/s). 19.02.7
Introduces to searching, printing, data entry, data base
efinition, and data exchange. Examples include the Library's
ibliographic data base and serials data base, data bases for
raining material and institutions as used within the Inter-
ational Regional Training Information System (IRTIS), and
roposed databases for addresses and the registration of mail.

Preface

This report contains a compilation of overhead projection sheets from an ILO Training Course in Micro-ISIS held by D. Janssens in March 1988, augmented by explanatory text and applications to a variety of databases. Its purpose is twofold: (1) to provide a visual, didactic approach to Micro-ISIS; (2) to constitute a quick-reference guide to Micro-ISIS functions. The present material is to be used *in conjunction* with UNESCO's **CDS/ISIS Manual (Mini-micro version, release 2.0)**; its *Chapter numbers* are given in the top line of the left-hand pages of this report.

Although designed for a course, it can also be used for self-study. A prerequisite in either case is basic knowledge of micro-computers (DOS) as well as knowledge of automated information and documentation work.

The *first part* depicts the principles of Micro-ISIS, searching, printing, data entry, data definition, and data exchange.

The *second part* presents applications: a bibliographic and serials database for use by ILO External Offices and other institutions that intend to exchange information with the ILO's LABORDOC database; details about the bibliographic database can be found in *Bibliographic Field Descriptions: Manual for Micro-ISIS Users* (ILO-BIBL 4 ENGL (1988 rev.2)) and its French and Spanish counterparts.

Other applications include data bases for training material and institutions in the framework of *IRTIS*, the International Regional Training Information System; and finally, suggestions for data bases to record addresses and incoming/outgoing mail.

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This chapter gives a brief description of the origins of Micro-ISIS and of its application to the storage, modification and retrieval of data.

The concepts of record, field, and database are dealt with in detail. The approach is general, but uses for illustrative purposes an existing bibliographic database.

MICRO-ISIS

INTRODUCTION

Version 2.0
Course 88/1

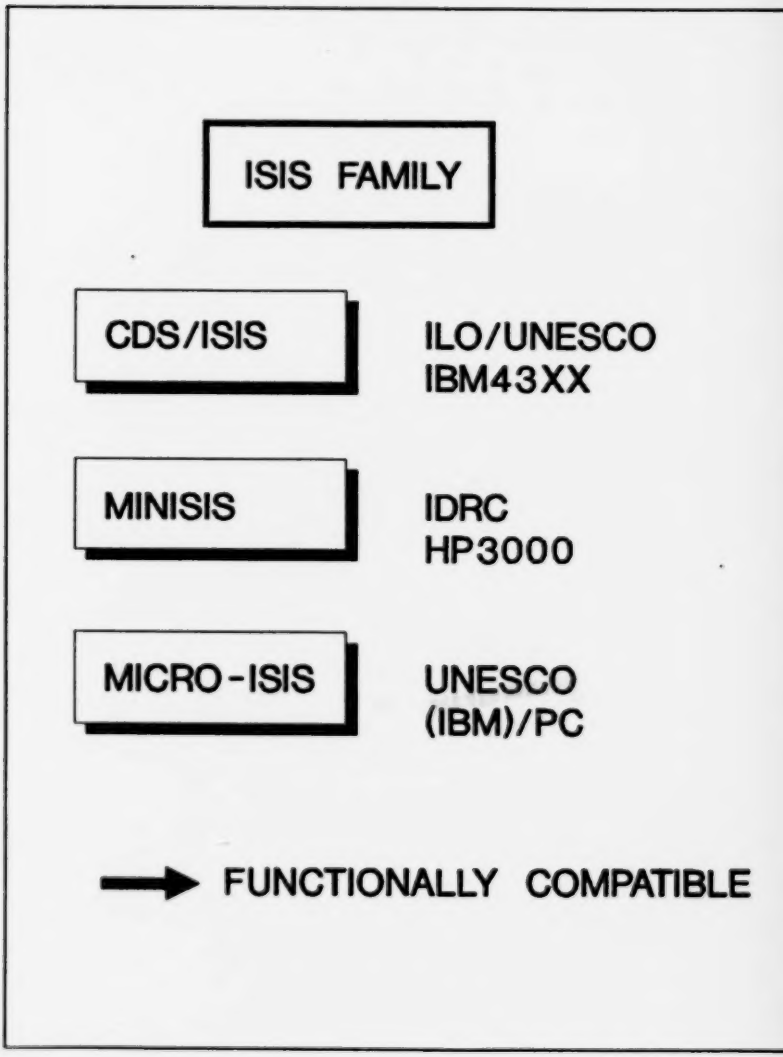
Micro-ISIS is a member of the ISIS family (Integrated Set of Information Systems). ISIS was developped by the International Labour Office in 1964 to run on a mainframe computer (IBM 360). In the late seventies it was re-written by UNESCO to become CDS/ISIS.

By 1978, the International Development Research Centre (IDRC) had designed MINISIS, an ISIS version that can operate on minicomputers (HP 3000).

By 1986, UNESCO had issued an ISIS version for use on micro-computers (IBM PC or compatibles with 512 k memory and a hard disk; there is also a version for the WANG PC (native DOS) and one for the VAX/VMS series).

Software	CDS/ISIS	MINISIS	Micro-ISIS
Hardware	mainframe (IBM)	mini (HP3000)	micro (IBM PC)
Progr.lang.	PL1	SPL	PASCAL

All ISIS members are *functionally compatible*, i.e. they have all been designed as *generalized information management systems* with which similar operations can be performed.


ISIS FAMILY
CDS/ISIS
ILO/UNESCO
IBM43XX
MINISIS
IDRC
HP3000
MICRO-ISIS
UNESCO
(IBM)/PC
FUNCTIONALLY COMPATIBLE

All ISIS packages are designed to store and retrieve *variable length textual information.*

Variable length means that of a maximal foreseen length of information (e.g. 200 characters for a title of book) only the actual number of characters required are stored. *Textual* means that the information is stored as text. It can be alphabetic or alphanumeric or numeric; examples include bibliographic information, addresses, meetings, projects.

Retrieval of textual information means that there are techniques to search for words, word roots and descriptors in the text.

STORE AND RETRIEVE

VARIABLE LENGTH TEXTUAL INFORMATION

bibliographic
missions
meetings
projects
persons
institutions
...

All ISIS systems are *generalized* information management systems defined by data bases and programs. The data bases are user-defined and contain the information. The programs are provided with the system and are general enough to operate on a large variety of these user-defined data bases (i.e. no programming is needed).

First the structure and characteristics of databases are presented.

GENERALIZED

DATABASE MANAGEMENT SYSTEMS

DEFINED BY

DATABASES

THAT CONTAIN THE DATA AND

PROGRAMS

THAT WORK ON THOSE DATABASES

A database can be defined as a collection of interrelated data.

If we want to store information about something (e.g. books, documents, projects, meetings, persons) ...

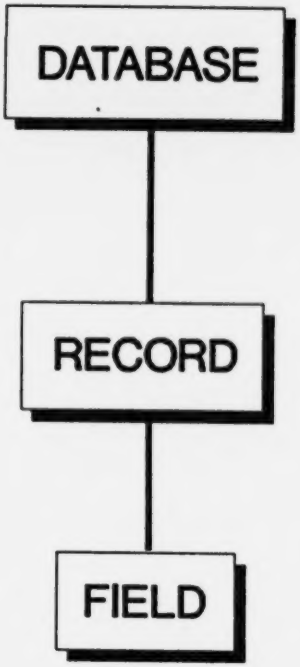
... we have to define an *entity* (i.e. a book, a document, a project, etc.).

Each entity has several pieces of information that describe it, such as author, title, document number, project number, name.

These pieces of information are kept in fields: author field, title field, document-number field, etc.

All fields of a given entity are grouped together in a record.

Many records constitute a database.



- a collection of interrelated data

ex: a collection of ILO documents

- an entity in the collection

ex: an ILO document

- an element of info describing the entity

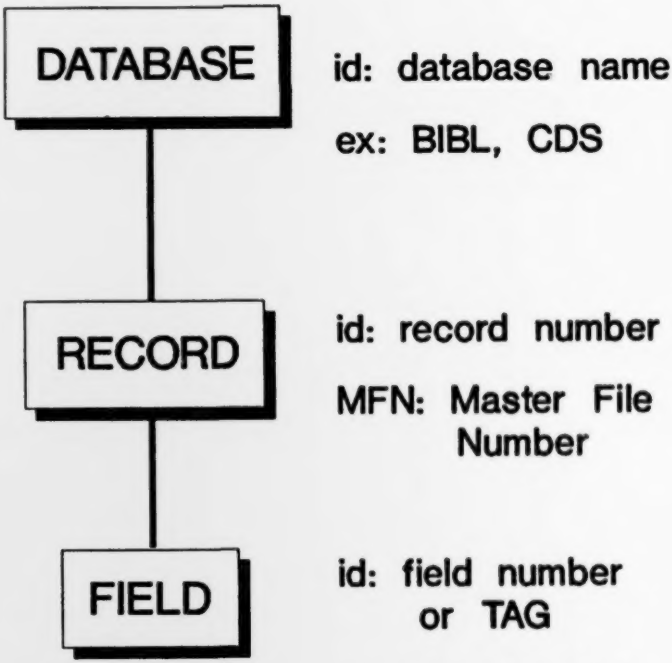
ex: docno, author

Databases are identified by a name, e.g. BIBL, CDS.

Records are identified by a unique record number assigned by the system (in Micro-ISIS a MFN = Master File Number).

Fields are identified by a unique identifier, called Tag (in Micro-ISIS a number).

From the above it is clear that a database is defined by its fields.


DATABASE
id: database name
ex: BIBL, CDS
RECORD
id: record number
MFN: Master File Number
FIELD
id: field number or TAG
ex: 2, 13, 101

In Micro-ISIS a database is defined by a table called **Field Definition Table** (FDT).

This table is *user-defined*, i.e. you decide what to enter into this table.

Every line in the table corresponds to a (possible) field in the record.

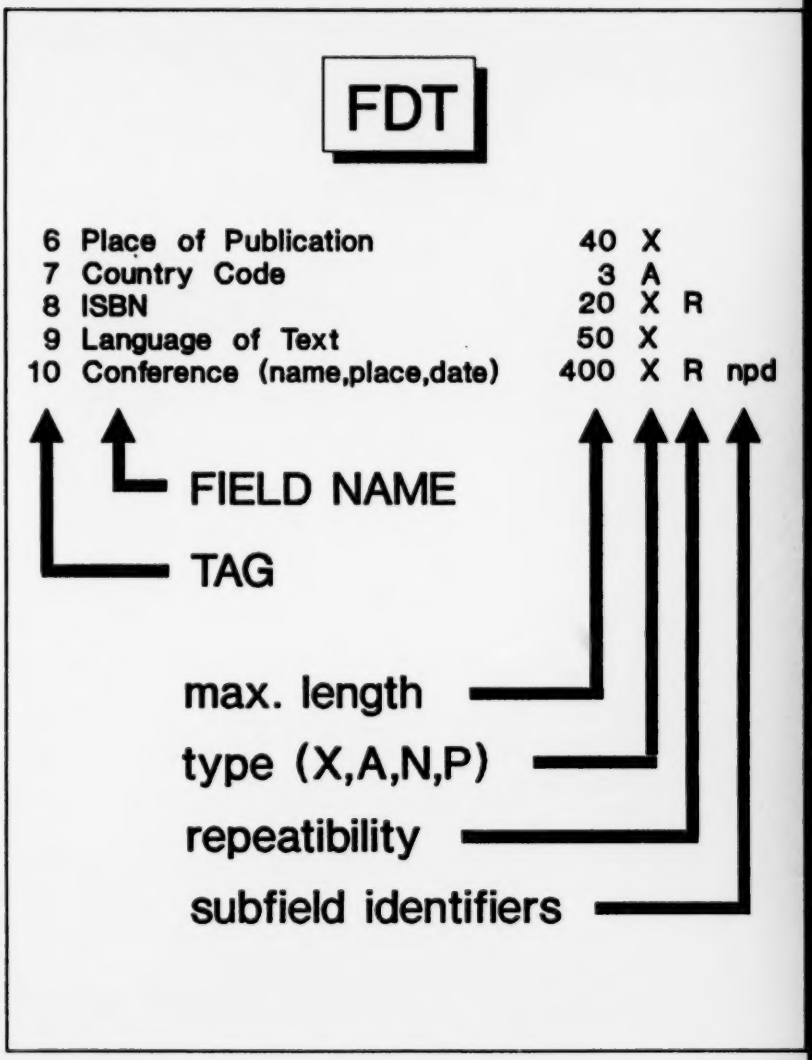
Every field has a unique field tag (the numbers in column 1) and a field name (column 2). The remaining columns define the field attributes or characteristics:

Maximal field length (column 3): Fields can exist or not. If a field does not exist it does not take up space in the database. If a field with a maximal field length of 40 characters (place of publication) is only 4 characters long (e.g. Rome), then this field will only take up this space.

The system supports thus *real* **variable length fields**, and, therefore, also variable length records. This is a decisive difference compared to most commercially available Database Management Systems where fields are of fixed length or are cut up into a corresponding number of fixed length segments.

Other field attributes are:

Type (column 4)
Repeatability (column 5)
Subfield Identifiers (column 6)


FDT
6 Place of Publication 40 X
7 Country Code 3 A
8 ISBN 20 X R
9 Language of Text 50 X
10 Conference (name,place,date) 400 X R npd
FIELD NAME
TAG
max. length
type (X,A,N,P)
repeatibility
subfield identifiers

A field can be:

- **X** alphanumeric (e.g. East Street 3)
- **A** alphabetic (e.g. SMITH)
- **N** numeric (e.g. 1988)
- **P** pattern (e.g. 88/08/31)

Notes:

SMITH J is alphanumeric because of the space.
1027.50 is alphanumeric because of the period.

A pattern is a character-by-character representation of the contents of the field; e.g. 99/99/99 or XX-(999)/AA, where 9=numeric, A=alphabetic, and X=alphanumeric character. A pattern can be defined for a non-repeatable field only.

TYPES OF FIELDS

X alphanumeric
ex: title

A alphabetic
ex: country code

N numeric
ex: year

P pattern defined
ex: date

A field is **repeatable** (R in the FDT) if more than one occurence can exist in one and the same record.

Example: Author

Why make a field repeatable? To be able to access occurrences individually for printing and searching.

A field (or occurence of a repeatable field) can be **elementary** or **subfielded**; in the latter case it is broken down into subfields, denoted by an alphabetical character in the FDT and the (preceding) roof sign (^ = ALT-94).

Subfields are used to group together logically related data items whilst still being able to refer to them individually.

Example: Conferences are recorded in repeatable, subfielded fields: ^nECOLOGY89^pROME^d3-10 JUNE 1989
^nTRADE FAIR^pLONDON^dAUGUST 1989

Why use subfields? To be able to manipulate the constituents individually.

Why not store subfields as individual fields? To be able to group the corresponding constitutents of an occurrence together. If a field is not repeatable, then there is no need for subfielding because each constituent can be defined as a field.

Thus, at the stage of database definition it has to be decided if a field should be elementary with one occurrence or multiple occurrences or repeatable or subfielded.

FIELDS

REPEATABLE
- a field which may occur more than once in a record.
  ex: author

SUBFIELDED
- a field which is broken down into subfields, each containing its own data.
  ex: conference

SUBFIELD
- a field which exists both individually and as part of a subfielded field.
  ex: conference name

Field Definition Table

This is an example of an FDT for a bibliographic database: it contains alphanummeric and alphabetic fields, repeatable fields, a subfielded field, and repeatable, subfielded fields; there is no numeric field in this FDT.

Field Definition Table (FDT) Data Base: BIBL

?	Tag	Name	Len	Typ	Rep	Delimiters/Pattern
_	1	Input Centre / Record Language	30	X		cr
_	2	Other Language Version	15	X	R	
_	3	Call Number	16	X		
_	4	Bibliographic Level	2	A		
_	5	Publisher Name	200	X		
_	6	Place of Publication	40	X		
_	7	Country of Publication Code	3	A		
_	8	ISBN	20	X	R	
_	9	Language of Text	50	X		
_	10	Conference (name,place,date)	400	X	R	npd
_	11	Date of Imprint, Issue	30	X		
_	12	ISSN	10	X		
_	13	Descriptors - English	700	X		
_	14	ILO Facet Number	8	X		
_	15	Notes	500	X		
_	16	Serial Volume Number	20	X		
_	17	Serial Part	30	X		
_	18	Report Number (acronym,number)	50	X	R	an
_	19	Free Text Abstract - English	1000	X		
_	20	Status Code	6	X	R	
_	21	Status Code Date	8	X		
_	22	Price	20	X	R	
_	23	Descriptors - French	700	X		
_	24	Descriptors - Spanish	700	X		
_	25	Free Text Abstract - French	1000	X		
_	26	Free Text Abstract - Spanish	1000	X		
_	100	Personal Author - Analytic	200	X	R	
_	200	Personal Author - Monograph	200	X	R	
_	300	Personal Author - Collection	200	X	R	
_	101	Corporate Author - Analytic	400	X	R	
_	201	Corporate Author - Monograph	400	X	R	
_	301	Corporate Author - Collection	400	X	R	
_	401	Corporate Author - Serial	400	X	R	
_	102	Title - Analytic	300	X		
_	202	Title - Monograph	300	X		
_	302	Title - Collection	300	X		
_	402	Title - Serial	300	X		
_	203	Collation - Monograph	55	X		
_	303	Collation - Collection	55	X		
_	104	Edition - Analytic	20	X		
_	204	Edition - Monograph	20	X		
_	304	Edition - Collection	20	X		
_	105	Page Numbers - Analytic	80	X		
_	306	Holdings Note - Collection	150	X	R	
_	501	Project Number	20	X	R	
_	502	Project Donor	15	X	R	
_	503	Project Budget	15	X	R	
_	504	Project Starting Date	5	X	R	
_	505	Project Duration	5	X	R	
_	506	Project Executing Branch	15	X	R	

As defined earlier, a record is a collection of fields describing an entity in the database.

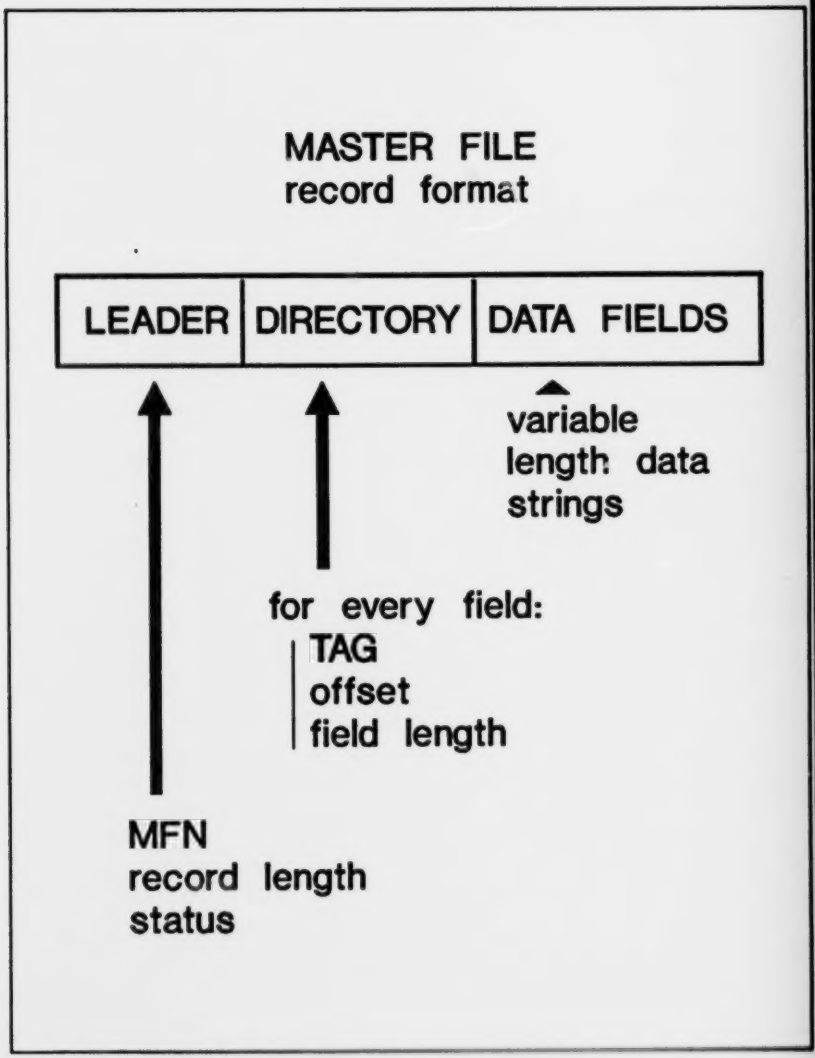
Logical representation of a database as a table where the *records* are rows and the fields columns:

MFN	FLD 1	FLD 2	FLD 3	FLD 4	
1	XXX	YYY			<-- record 1
2	GFG	KKJ	KJHKJK	KLJNJKLJK	<-- record 2
3	ETD	JHGR		LKJHHZ	<-- record 3

If we want to store a record, we have to store:
MFN + fields (tags + data)

The Micro-ISIS records have three parts:
Leader - Directory - Data

The data part contains all the data, field by field, without (trailing) blanks. To know which fields are stored in the data part, and where, we have a directory (i.e. a variable number of fixed-length entries storing the Tag and the Position). The leader contains information about the record as a whole, such as MFN, record length, position of the data part, etc.

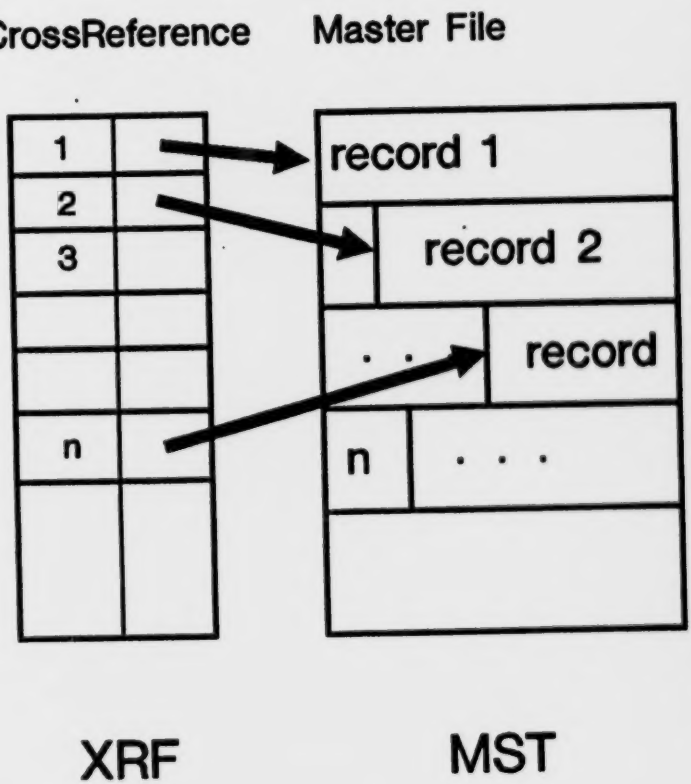

MASTER FILE
record format
LEADER
DIRECTORY
DATA FIELDS
variable
length data
strings
for every field:
TAG
offset
field length
MFN
record length
status

The **master file** contains all the records of a given database.

As we are storing record after record without leaving blank lines, we need an "addressing mechanism": the **cross-reference file**; it stores the *physical location* of the records in the master file.

> *Example:* the address of the Master File record with MFN=100 is stored in *record* 100 of the cross-reference file.

physical data files



Now, we have seen how information can be stored and accessed in principle. The next step is to learn about the ways data can be processed:

- entry
- modification
- searching
- sorting
- output (formatted or non-formatted)

To do all the operations shown in the slide, you need a set of functions that....

THINGS TO DO WITH INFORMATION

1. PUT INFO IN A DATABASE.
2. MAKE CHANGES TO INFO.
3. EXTRACT INFO BASED ON SELECTION CRITERIA.
4. PRINT INFO IN A SPECIFIC FORMAT.
5. PUT INFO IN A SEQUENCE OTHER THAN THE ONE IT IS STORED IN.
6. EXCHANGE INFO WITH OTHERS.

... are generalized enough not only to work on different user-defined databases, but also according to different user needs and not requiring programming.

In Micro-ISIS, all the functions are combined into *one* program...

PROGRAMS

ARE GENERALIZED TO FUNCTION NOT ONLY WITH

DIFFERENT DATABASES

BUT ALSO WITH

DIFFERENT USER NEEDS

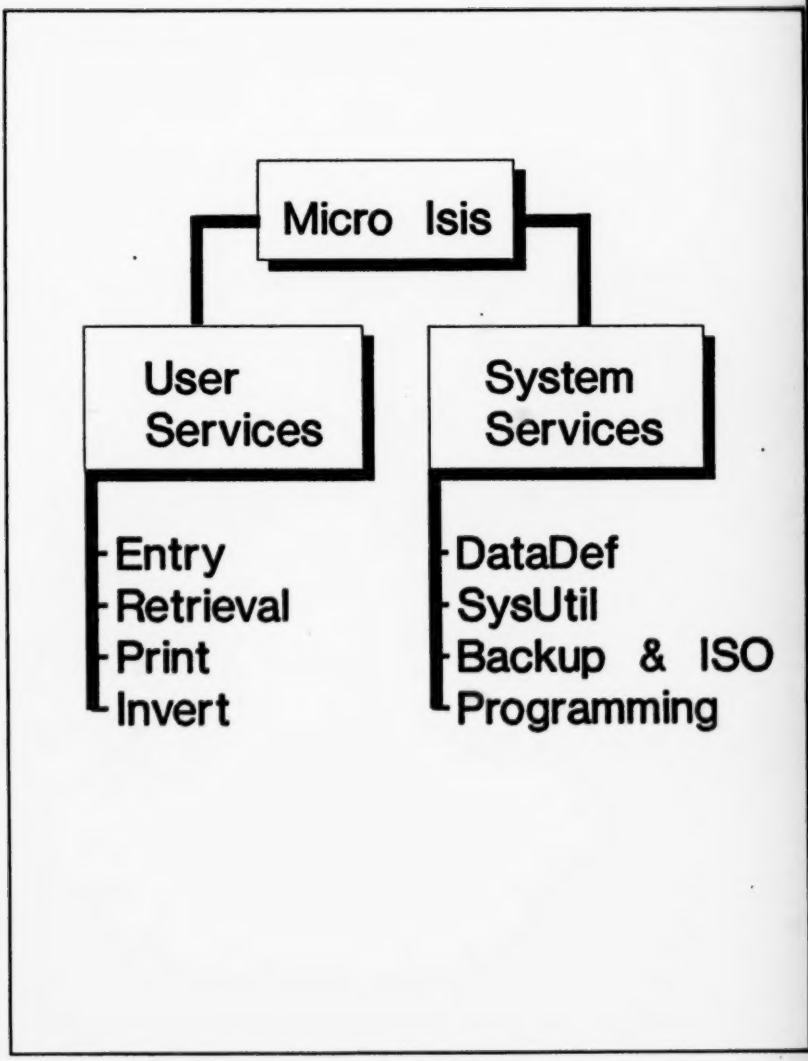
Micro-ISIS programs can be divided into *user* and *system* services.

User services .

ENTRY:	to enter and modify data
RETRIEVAL:	to search data
PRINT:	to sort, display and print data
INVERT:	to update and maintain the inverted file

System services

DATADEF:	to define a database (structure & files)
SYSUTIL:	to customize the system
BACKUP:	to back up the data
ISO:	to exchange the data with others
PROGRAMMING:	to write Micro-ISIS programs


Micro Isis
User Services
System Services
Entry
Retrieval
Print
Invert
DataDef
SysUtil
Backup & ISO
Programming

The user dialogue with the program is through:

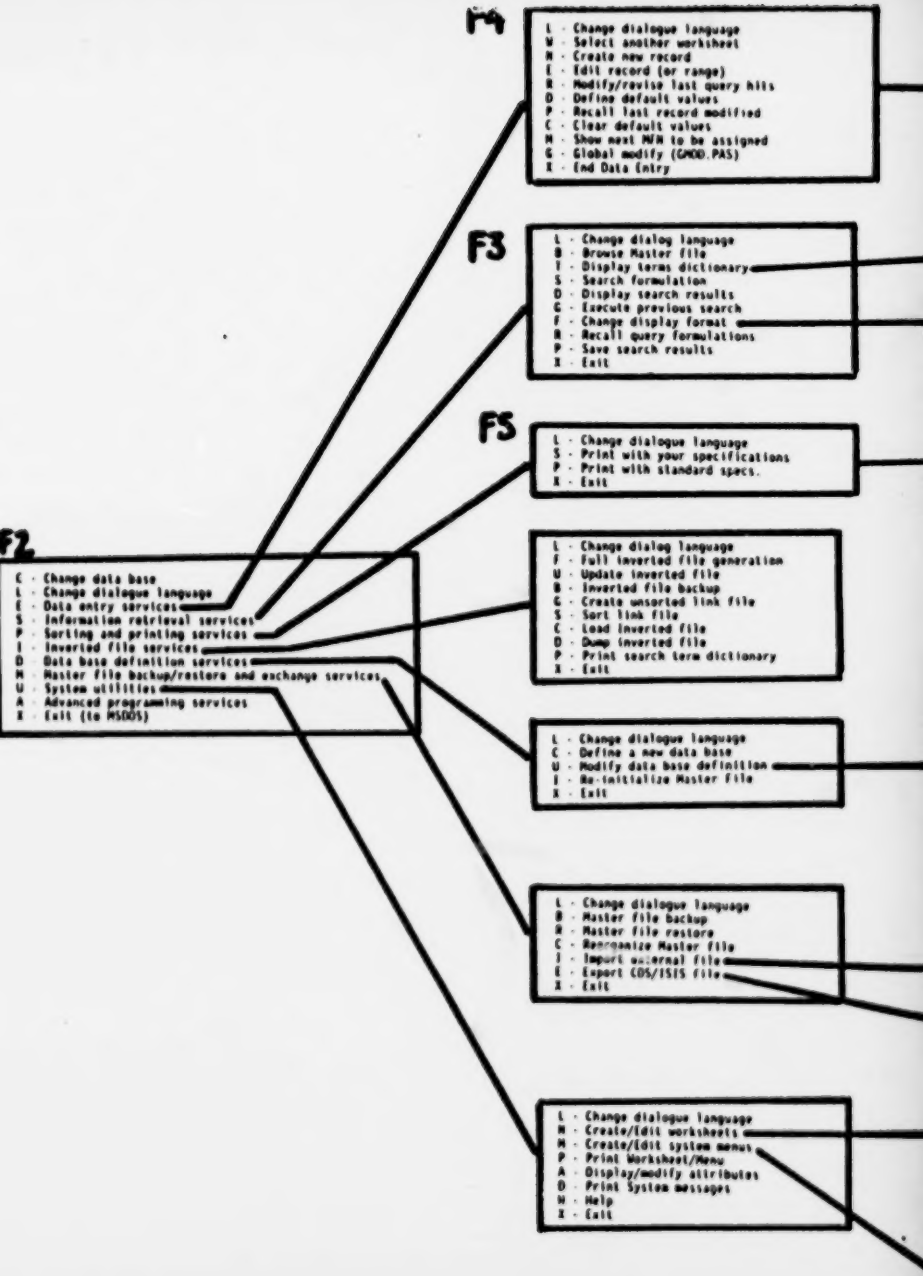
MENUS
PROMPTS
WORKSHEETS

Menu - a list of functions from which you make a choice.

3 parts: title field(s)
option fields with option identifiers
choice field

Worksheet - a particular screen layout used to enter data (equivalent to a pre-printed form you have to fill in). There are *system worksheets* and *user worksheets*.

The slide shows the Micro-ISIS main menu and its sub-menus. The function keys F2, F3, F4, F5 can be used as a "short-cut" to jump to the menu indicated. The complete "set-up" of the menu, sub-menus, sub-submenus, and worksheets is given in the Annex.


F4
L - Change dialogue language
W - Select another worksheet
N - Create new record
E - Edit record (or range)
R - Modify/revise last query hits
D - Define default values
P - Recall last record modified
C - Clear default values
M - Show next MFN to be assigned
G - Global modify (GMOD.PAS)
X - End Data Entry
F3
L - Change dialog language
B - Browse Master file
T - Display terms dictionary
S - Search formulation
D - Display search results
G - Execute previous search
F - Change display format
R - Recall query formulations
P - Save search results
X - Exit
F5
L - Change dialogue language
S - Print with your specifications
P - Print with standard specs.
X - Exit
F2
C - Change data base
L - Change dialogue language
E - Data entry services
S - Information retrieval services
P - Sorting and printing services
I - Inverted file services
D - Data base definition services
M - Master file backup/restore and exchange services
U - System utilities
A - Advanced programming services
X - Exit (to MSDOS)
L - Change dialog language
F - Full inverted file generation
U - Update inverted file
B - Inverted file backup
G - Create unsorted link file
S - Sort link file
C - Load inverted file
D - Dump inverted file
P - Print search term dictionary
X - Exit
L - Change dialogue language
C - Define a new data base
U - Modify data base definition
I - Re-initialize Master file
X - Exit
L - Change dialogue language
B - Master file backup
R - Master file restore
C - Reorganize Master file
I - Import external file
E - Export COS/ISIS file
X - Exit
L - Change dialogue language
W - Create/Edit worksheets
M - Create/Edit system menus
P - Print Worksheet/Menu
A - Display/modify attributes
D - Print System messages
H - Help
X - Exit

This chapter introduces to the powerful retrieval facilities: descriptor, word, and right-truncated searching; characteristics of the Inverted File are also explained.

MICRO-ISIS

SEARCHING

Version 2.0
Course 88/1

Searching services are enabled by choosing S from the Main Menu of Micro-ISIS (or by pressing function key F3).

The first thing we can do is browse the database. In fact, this is a sequential search on MFN.

To perform more complex searches, we have to use the search language. Some of its characteristics are:

- ***interactive*** **question-answer dialogue, where questions are command driven**
- **search on *field value*, word or descriptor:**
  - **word: alphabetic characters only**
  - **descriptor: /XXXX/ or <YYYYY>**

  (search terms are up to 30 characters long)
- **search terms are extracted from the data base under user control and kept in a search-term dictionary (*Inverted File* IF).**
- **the results of a search can be *saved* for further processing (printing, sorting) and/or *displayed* on the screen in different display formats.**

Free-text searching is *not* possible; every searchable element has to be in the search-term dictionary.

SEARCHING

* COMMAND DRIVEN
* ON FIELD VALUES, WORDS OR DESCRIPTORS
* SEARCH TERM DICTIONARY
* SAVE SEARCH RESULTS
* DISPLAY SEARCH RESULTS IN DIFFERENT FORMATS

Starting with the **Search Menu** (or **F3**), there are two ways to execute a search:

1. Select option **S** if you know what you are searching for, i.e. if you have a print-out of the *search-term dictionary*

2. Select option **T** if you do not know the existing search terms. This will display the searchable terms starting with the character(s) chosen.

Use option **D** to display the search results.

Search term selection

S - Search formulation and enter a term.

T - Display terms dictionary and select a term (S).

The dictionary can be printed using option P in the Inverted File Utilities.

This is an extract from the search-term dictionary from the bibliographic database BIBL (see Part B, Applications). Title words, descriptors and names are interfiled (there is only *one* Inverted File).

Using option T, a term is selected by

cursor keys, PGDN (page down)
S = select, T = reselect
C = cancel
X = exit

Combinations of terms are possible (see the following pages)

386	36	GUIDE
387	2	GUIDELINES
388	1	HALL JL
389	1	HARTER SP
390	2	HEALTH
391	3	HEALTH INSURANCE
392	1	HELAL AH
393	1	HENDLEY T
394	1	HENDRIKS KB
395	1	HIGH
396	1	HIGHLY QUALIFIED
397	3	HISTORICAL
398	2	HISTORY
399	1	HOEQUIST C
400	1	HOGAN R
401	1	HOLTZ H
402	1	HOPKINS D
403	1	HOPKINSON A
404	1	HOURS OF WORK
405	1	HUANG JIANYUAN
406	1	HUNG
407	1	II
408	16	ILLUSTRATION
409	12	ILO
410	1	ILO CONSTITUTION
411	1	ILO GOVERNING BODY
412	4	ILO MEETING
413	2	ILO MENTIONED
414	26	ILO PUB
415	1	IMPACT
416	1	IMPLEMENTATION
417	1	IMPROVED
418	1	IMS
419	1	INDEXAGE
420	14	INDEXING
421	1	INDIA
422	1	INDICATORS
423	1	INDIZACION
424	1	INDUSTRIAL
425	1	INDUSTRIAL ENTERPRISE
426	1	INDUSTRIAL PRODUCT
427	1	INDUSTRIAL SECTOR
428	1	INDUSTRY
429	1	INFORMACION
430	1	INFORMAL SECTOR
431	1	INFORMATICA
432	27	INFORMATION
433	6	INFORMATION CENTRE
434	3	INFORMATION DISSEMINATION
435	1	INFORMATION EXCHANGE
436	1	INFORMATION NEEDS
437	9	INFORMATION NETWORK
438	10	INFORMATION PROCESSING
439	32	INFORMATION RETRIEVAL
440	2	INFORMATION SCIENCE

Several approaches are possible:

First way: root searching or right truncation

Example:. social$, econom$, autor name

Second way: ANY Table searching (see Ch. II.2.4.; X.4)

ANY table = list of any terms
ANY term = collective term for a predefined set of terms

Example:

EMPLOYMENT	EMPLOYMENT
ANY EMPLOYMENT	EMPLOYMENT CREATION
ANY EMPLOYMENT	EMPLOYMENT OPPORTUNITY
ANY EMPLOYMENT	EMPLOYMENT POLICY
ANY EMPLOYMENT	EMPLOYMENT SECURITY
ANY EMPLOYMENT	FULL EMPLOYMENT
ANY EMPLOYMENT	PART TIME EMPLOYMENT
ANY EMPLOYMENT	RURAL EMPLOYMENT
ANY EMPLOYMENT	YOUTH EMPLOYMENT
ANY ILO	ILO
ANY ILO	ILO CONSTITUTION
ANY ILO	ILO GOVERNING BODY
ANY ILO	ILO MEETING
ANY ILO	ILO MISSION
ANY ILO	ILO PROGRAMME
ANY ILO	ILO RECOMMENDATION
ANY ILO	ILO RESOLUTION
ANY ILO	ROLE OF ILO
ANY ILO	WEP

In root searching, terms need to have same root, in ANY searching terms need to be predefined.

Combining search terms

$ - RIGHT TRUNCATION

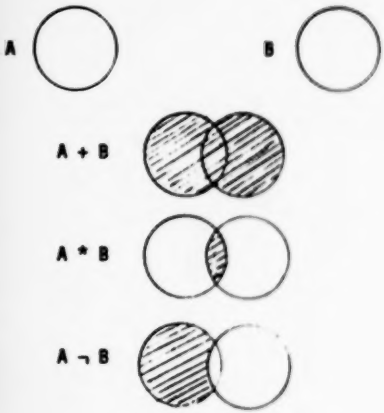
ex: social$
ex: econom$

ANY TABLE

ex: ANY ilo
ex: ANY employment

Third way: using Boolean operators; this is a more general way of combining terms

\+ to expand a search (*union operator*)
* to restrict a search (*intersection operator*)
¬ to restrict a search (*exclusion operator*)
or ^ = ALT-94



BOOLEAN OPERATORS:

+ - OR
ex: social$ + econom$

***** - AND
ex: social$ * engl

^ - NOT
ex: social$ ^ econom$

A search expression is a combination of two or more simple, root, ANY or Boolean searches.

Execution *priority*:
(1) $ or ANY
(2) * or - (or ^ = ALT-94)
(3) +
from left to right for operators of same priority.

To change the order of evaluation you can use *parentheses*

A + B * C = A + (B * C); (A + B) * C is different
Example: (social$ + econm$) * engl

Each question creates a search expression. Each answer has a unique number, the *search expression number*:

P=K = number of *postings* in the dictionary
T=1 = number of *records* in the result (hits)

As there is only one search dictionary, the search is executed on *all* fields; however, *field qualifiers* can be used to restrict the search on specific fields: *<search term>/(ID1, ID2, ...)*, where ID1, ID2, ... are not field tags but search field identifiers, as defined in the Field Select Table (FST)

Example: social$/(13)
social$ ^ social$/(13)

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search expressions

..(..).. PARENTHESES: to change the order of evaluation.

#n SEARCH EXPRESSION NOS: to refer to previous search results.

.../(n,m,..) FIELD QUALIFIERS: to search on specific field(s) only.

Proximity defines the relative position of search elements.
The following commands are available:

(G)	=	same field
(F)	=	same occurence (needs special FST; V201%1 will add Occurence No. to IF)
.	=	adjacent
. .	=	max. 1 word between
. . .	=	max. 2 words between
$	=	adjacent
$ $	=	exactly 1 word between
$ $ $	=	exactly 2 words between

PROXIMITY searches

occ 1: This is a test field for proximity searches
occ 2: Proximity searches are very sophisticated

field * sophisticated	HIT
field (G) sophisticated	HIT
field (F) sophisticated	NO HIT
field * proximity	HIT
field . proximity	NO HIT
field . . proximity	HIT
field . . . proximity	HIT
field $ proximity	NO HIT
field $ $ proximity	HIT
field $ $ $ proximity	NO HIT

The search commands are summarized in the slide.

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search language

term	+
term$	*
term/(t1,t2,...)	^
ANY term	(..)

term1 (G) term2
term1 (F) term2
term1 . . term2
term1 $ $ term2

Micro-ISIS retrieval is accomplished through the use of an inverted file (IF).

Every Micro-ISIS database needs one inverted file for searching.

This file contains an entry for every searchable element in the database.

A searchable element can be a field value, a word, or a descriptor.

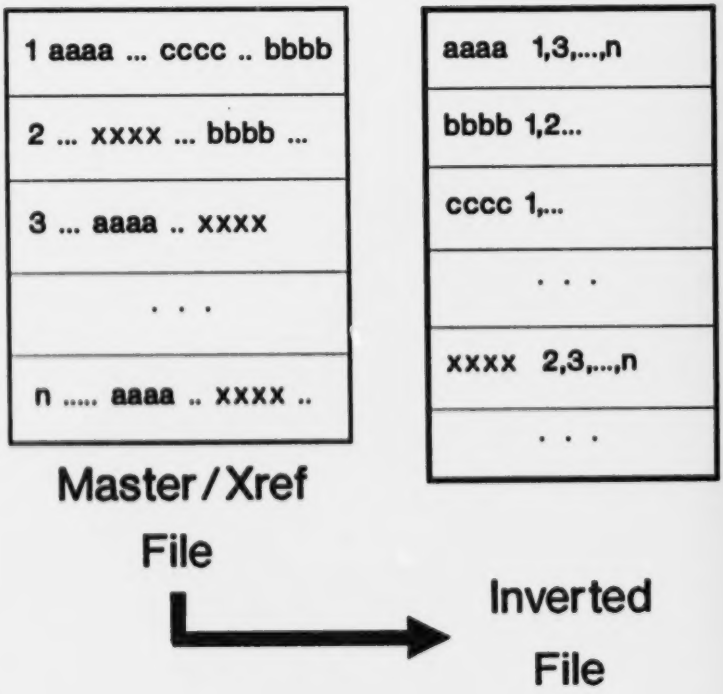
And for every searchable element, the inverted file contains all record numbers and field numbers of the records in which the corresponding search element was found:

Search term / record no./ field no./ (occ.no.) / position in FLD

Why do we need an inverted file ?

First we have to tell the system which of the data elements are searchable elements. This is done in the Field Select Table (FST).

INVERSION


1 aaaa ... cccc .. bbbb
2 ... xxxx ... bbbb ...
3 ... aaaa .. xxxx
. . .
n ..... aaaa .. xxxx ..
Master / Xref File
aaaa 1,3,...,n
bbbb 1,2...
cccc 1,...
. . .
xxxx 2,3,...,n
. . .
Inverted File

Field Selection Table = FST:
FST = set of entries
Every line = 1 entry (FLD-ID, indexing technique, format)

1. Use format to extract data from the record
2. Apply indexing technique on the extracted data
   This will give the search term(s)
3. Assign a FLD-ID to the search term(s)

Indexing Technique:

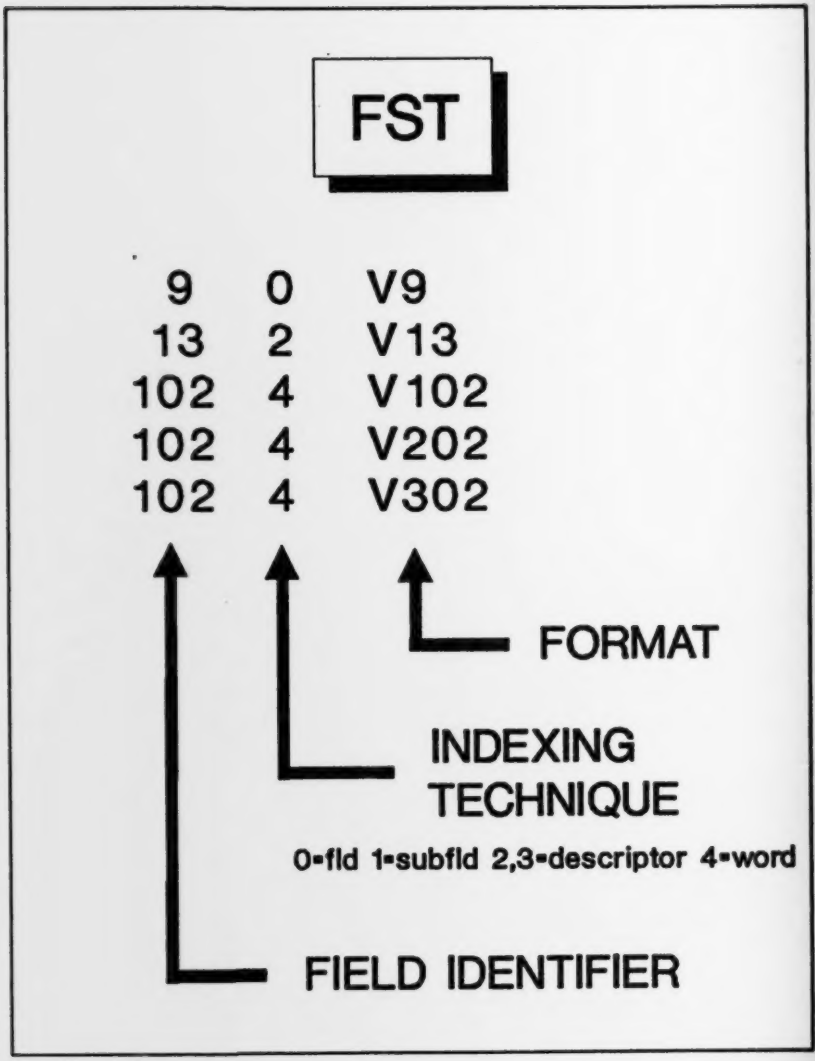
0 = search terms = every line extracted
1 = " " = every subfield in every line
2 = " " = <descriptor> in data extracted
3 = " " = /descriptor/ in data extracted
4 = " " = word in data extracted

Indexing technique 2 has the following advantages over 3: the descriptors are "un-ambigously" extracted as <,> define beginning and ending of a descriptor, respectively; <,> can be stripped in Print, but not / .

For indexing technique 4, a **Stopword File** (see Ch. X.3) can be created permitting the elimination of words such as

a, an, and, by, for, from, in into, its, of, on, the to, upon, with, etc.

The creation of the inverted file (the extraction of the searchable elements itself) can either be done after every data entry session (the system will ask) or later using the inverted file maintenance routines.


FST
9 0 V9
13 2 V13
102 4 V102
102 4 V202
102 4 V302
FORMAT
INDEXING TECHNIQUE
0=fld 1=subfld 2,3=descriptor 4=word
FIELD IDENTIFIER

This chapter gives an overview on the formatting of data, i.e. how to position them on a terminal screen or on paper. Examples include 1- and 2-column printing, sorting of bibliographic references by country, descriptor, etc.

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MICRO-ISIS

PRINTING

Version 2.0
Course 88/1

Information can be *displayed* on the terminal screen and be *printed*.

Displaying services are enabled by choosing S from the Main Menu of Micro-ISIS (or by pressing function key F2).

Printing services are enabled by choosing P from the Main Menu of Micro-ISIS.

First we have to define *print formats* (PF) using the print formatting language.

There are two ways to create/change a print format:

1. *Search Menu*: the print format is only temporary; it is stored *permanently* using the F8 function key (but this implies the danger of accidentally overwriting a print specification)

2. *Data Definition* sub-menu: always permanent storage.

display/print format

* for every RECORD:
* defines WHAT information
* and HOW to be printed.
* USER-DEFINED:

  in search menu: temporary
  in datadef menu: permanent

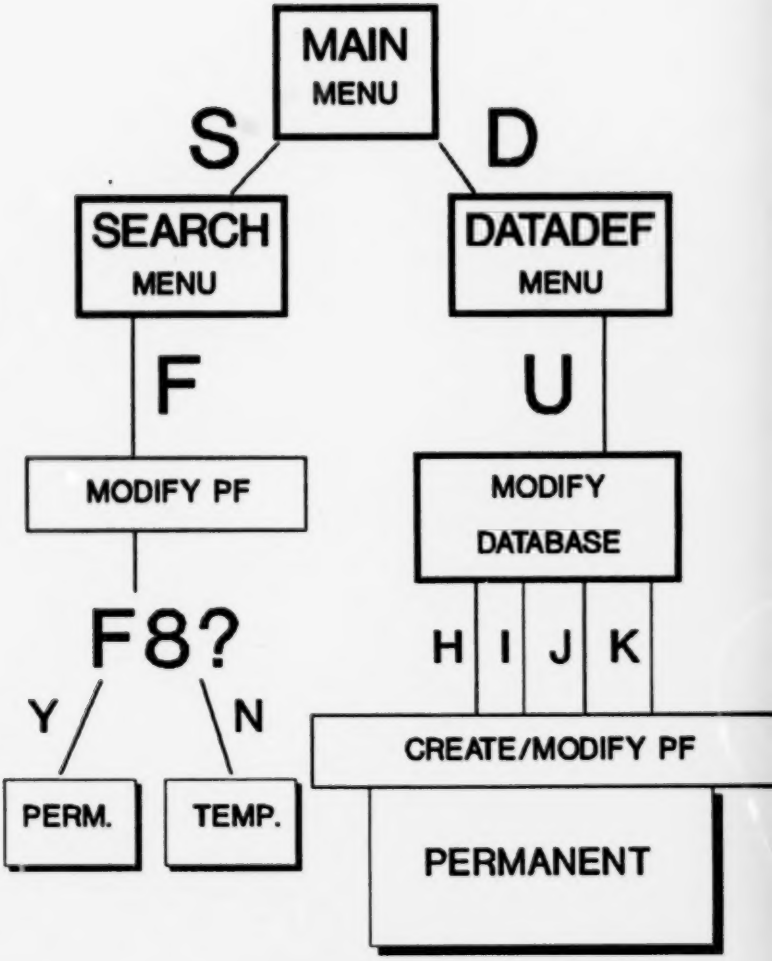
* edited using FIELD EDITOR
* print formatting language
* page specs: see print menu

The current print format (PF) can be:

1. the *default* format (e.g. BIBL.PFT)
2. a *pre-defined* format (e.g. BIBD.PFT); it can be called-up through F6 + @BIBD
3. the *built-in* format, actuated by clearing the current PF by pressing F6 (it displays Tag1--data1, tag2--data2, etc.)
4. a *temporary* format; it is created by clearing the current one (F6) and subsequently defining a new one (e.g. MFN/v01,v02,v19)

Use of the save-key F8:

1 and 2 above will be saved under the same name (e.g. BIBL or BIBD)
3 will *not* be saved
4 will be saved as TEMP.PFT


MAIN
MENU
S
D
SEARCH
MENU
DATADEF
MENU
F
U
MODIFY PF
MODIFY
DATABASE
F8?
H
I
J
K
Y
N
CREATE/MODIFY PF
PERM.
TEMP.
PERMANENT

To *create / change* a print format, the **field editor** provides the functions shown in the slide.

They are essentially the same as in Data Entry, except that a print format corresponds to a single field and that a PF can be saved by means of F8.

field editor

Ins

Ctrl ← Home

Ctrl → End

Del Ctrl W Bsp ‹CR›

F3 : mark start block
F4 : mark end block
F5 : insert block

F6 : delete to end of format

F8 : SAVE format !!

You are invited to execute the exercises proposed in the slide:

1. Fields 13, 9, 19 one after the other (without any spacing). Fields must be separated by a comma; several commas are also possible -- the specification is easier to read with this additional spacing

2. Fields 13, 9, 19 on separate lines (a new line is indicated by a slash /)

3. Master File Number in full length (six digits), followed by fields 13, 9, 19 on separate lines each. The double slash (//) generates only *one* new line.

4. Master File Number (three digits; leading zeros obmitted), followed by a blank line (indicated by the paragraph sign #)

5. Same as 4, but with *preceding literals* RECNO, Subjects, Abstract (unconditional pre-literals are placed, together with the desired space(s), in single quotes = apostrophes ' *before* the field tag; they are always printed, whether the field exists or not)

6. Same as 5, but with Abstract as a conditional literal that appears only if the field 19 is present (placed between quotation marks " ")

Example:

```
Please enter/edit format (@xxxxx to use predefined format)
'RECNO: 'mfn(3)/#'Subjects: 'v13/v9/"Abstract: "v19/##
```

```
RECNO: 010

Subjects: <Unemployment>, <developed country>s, <developing country>s -
<economic theory>, <economic recession>, <underemployment>, <labour supply>,
impact of <competition> and <international borrowing>, <trade>, <international
division of labour>, <economic policy>s, incl. <fiscal policy> and <monetary
policy>, <employment policy> measures, <employment creation> in <service
industry>s, <full employment> policies in five <OECD country>s. <Reference>s,
<statistical table>s
ENGL
```

print formatting language
elementary fields

```
V13,V9,,,,V19

V13/V9/V19

MFN//V13/V9/V19

MFN(3)/#V13/V9/V19/##

'RECNO: 'MFN(3)/#'Subjects:
V13/V9/'Abstract: 'V19/##

'RECNO: 'MFN(3)/#'Subjects:
V13/V9/"Abstract: "V19/##
```

The exercises of the slide treat spacing of fields:

1. The data of fields 13, 9, 19 are on separate lines, indented by 10 spaces in the first line and 10 spaces in the subsequent line(s); the value 10 was chosen because the pre-literal "Subjects: " consists of 10 characters (thus the data are printed in a block)

2. The command *,c20,* prints the value of field 9 on position-column 20

3. The command *,x20,* introduces a spacing of 20 blanks between the MFN and field 13

Example:

```
Please enter/edit format (@xxxxx to use predefined format)
'RECNO: 'mfn(3),x20,v9/@,,'Subjects: 'v13(0,10)/@,,,'Abstract: 'v19(0,10)/@@

RECNO: 010                    ENGL

Subjects: <Unemployment>, <developed country>s, <developing country>s -
          <economic theory>, <economic recession>, <underemployment>, <labour
          supply>, impact of <competition> and <international borrowing>,
          <trade>, <international division of labour>, <economic policy>s,
          incl. <fiscal policy> and <monetary policy>, <employment policy>
          measures, <employment creation> in <service industry>s, <full
          employment> policies in five <OECD country>s. <Reference>s,
          <statistical table>s

Abstract:
```

print formatting language

elementary fields

```
'RECNO: 'MFN(3)/#'Subjects: '
V13(10,10)/V9(10,10)/
"Abstract: "V19(10,10)/##

'RECNO: 'MFN(3),C20,V9/#,,
'Subjects: 'V13(0,10)/#,,,
"Abstract: "V19(0,10)/##

'RECNO: 'MFN(3),X20,V9/#,,
'Subjects: 'V13(0,10)/#,,,
'Abstract: 'V19(0,10)l##
```

These exercises concern repeatable fields:

1. Authors printed one after the other without any spacing or punctuation

2. Semicolon-space after the last author

3. Semicolon-space repeatable after every author and a full-stop after the last one. A literal is made repeatable through |-ALT-124. If we wanted to print "Authors: " before every occurrence, we would have to put it between vertical bars.

4. The instruction +|...| puts the literal after every occurrence except the *last* one. Likewise, |...|+ will be printed before all but the *first* occurence.

   Example:

```
Please enter/edit format (@xxxxx to use predefined format)
"Authors: "v100+|; |"."


Authors: RENON G.

Authors: BUCKLEY R; KICZA DC; CRANE N.

Authors: GROSS B; PFALLER A.

Authors: BERTHOUD R.
```

print formatting language
repeatable fields

V100

"Authors: "V100"; "

"Authors: "V100|; |"."

"Authors: "V100+|; |"."

Printing of repeating data in a block:

1. Prints all occurrences on a separate line, but not in block-form

2. The attempted grouping results in an ERROR message, with possibility to correct the print specification at this stage

3. Dummy field permitting the conditional printing of the literal

4. Here the Authors are printed in a block, i.e. every occurrence appears on a new line on position 10 (indented by 9 spaces); for the first occurence, the pre-literal "Authors: " is printed, but is suppressed on the subsequent line(s) through the command *,d100*, preceding field 100

   Example:

print formatting language
repeatable group

```
"Authors: "V100/

"Authors: "(V100/) **error**

"Authors: "D100,(V100/)

"Authors: "D100,(V100(9,9)/)#
```

Printing of subfields:

1. Prints the contents of the whole field, with indication of the subfields ^a=Acronym and ^n=number

2. Prints first the acronyms, followed by a hyphen; then the report numbers, one after the other (in case of multiple occurrences)

3. Prints first acronym with first number, then, on a new line, the second acronym with the second number, etc.

Example:

```
Please enter/edit format (@xxxxx to use predefined format)
"Report: "d18,/,,,,,,,,,,(v18^a(4,4),"-"v18^n/)
```

```
Report:
    UN-ST/ESA/SER.A/82
    UN-82.XIII.5

Report:
    ILO-ICLS/13/VI
```

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print formatting language
subfields

```
"Report:"V18

"Report:"V18^a,|-|V18^n

"Report:"D18,/,,,,,,,,,,,,,,,
,,,(V18^a(4,4),"-"V18^n/)
```

Display modes

```
M P U          where M=mode, P=proof mode (print as stored),
  H L          U=upshift, L=leave lower case, H=header mode
  D            (strips <,> and replaces ^a by .; used for
               printing indexes and catalogues), D=data mode
               (similar to H, but full-stop at end of field)
               Example:  MHU,v13 strips the triangular
               brackets and prints everything in upshift.
```

Literal rules

```
"-----"  "---" V10     multiple conditional pre-literals
V10 '...'              unconditional post-literal

"---"(V100/) ** error **     use "---"D100,(V100/)  ()=repeat
('---'V100/) ** error **     use (|---|V100/),         groups

+|;  |   post-literal for all occurrences except last one
| / |+   pre-literal for all occurrences except first one
```

Dummy field rules

```
Dtt if present
Ntt if absent          Example:  "(Anon.)"N100
```

Spacing/Positioning

```
Xn  n spaces
Cn  column n

/  new line if previous non-blank
#  new line unconditional
%  suppress all previous blank lines
```

V10/#V20/#V30/# will leave 0 blank line between V10, V20 and V30. If V20 does not exist then 2 blank lines will be inserted between V10 and V30; to avoid this, use V10%##V20%##V30%##

print formatting language

Vtt[^x][(f,s)] MFN[(d)]

Dtt[^x]
Ntt[^x]

Xn	/	' . . . . . '
Cn	#	" . . . . . "
	%	| . . . . . |
		+| . . . |
		| . . . |+

MPL	MPU	
MHL	MHU	
MDL	MDU	(. . . . .)

Until now we have done print formatting at the *record level*, i.e. how to position fields within every record.

Now we want to see how to print format at the *page level*, i.e. we want to organize several records and eventually sort them by their fields (such as title, year, author).

To do this, we use two worksheets:

- the *layout* worksheet and
- the *sort* worksheet.

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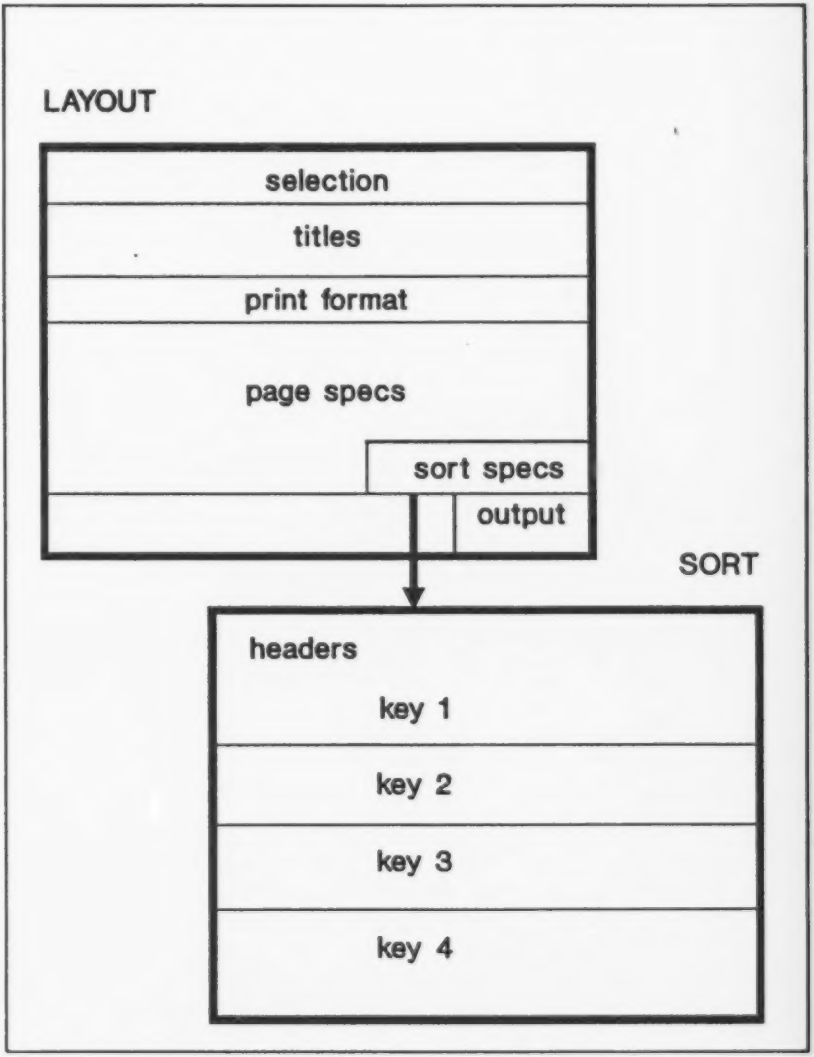

LAYOUT
selection
titles
print format
page specs
sort specs
output
SORT
headers
key 1
key 2
key 3
key 4

First we look at Selection, Titles, and Print Format.

SELECTION:

database
MFN range
query save file

TITLES:

at top, centered
*running title

PRINT FORMAT:

actual format
@pre-defined format
* for compact index

Next we have to choose the output device and the pagination

OUTPUT:

LPT1	on printer
-	in dbname.lst or savename-lst
filename	in filename
NULL	-

STARTING PAGE NUMBER:

at bottom, centered
0 = no page numbers
N = no pages

```
Data Base Name BIBL__      MFN limits 1/32000__   Save file name ILO__
First Title  MAIN TITLE_____________________________________________
Second Title "RUNNING TITLE_____________________________________
Third Title  _____________________________________________
             _____________________________________
Print format @BIBL_____________________________________________
             _____________________________________________
             _____________________________________________

Line width    80_    Number of columns 1     Colum width      80_
Lines/page    60_    First page number 1__   EOC tolerance    3_
Data indention 10    Sort ?            N     Sort worksheet name ____
                                             Print file name OUT01.LST_
```

MAIN TITLE

to RUNNING TITLE To

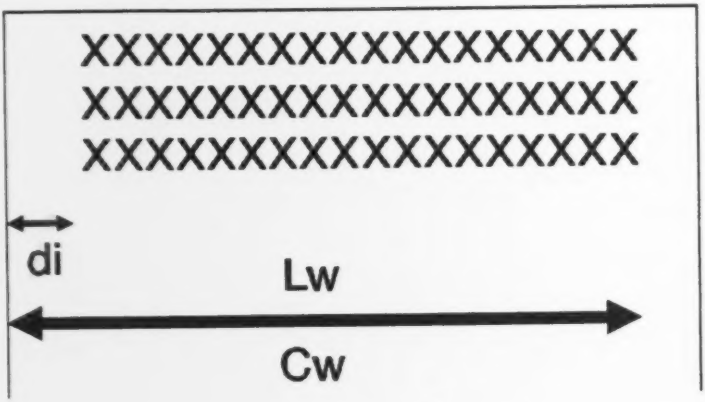
```
0004      CALL NO: 88A1
KIRBY P   DIEJOMAOH VP   GHAI D   KHAN AR
COMMONWEALTH SECRETARIAT
--- JOBS FOR YOUNG PEOPLE; A WAY TO A BETTER FUTURE.
LONDON.  142 P., 1987   ISBN:0-85092-313-1
  <Research report>, <survey>, <youth employment>, <youth
  unemployment>, <Commonwealth> - <trend>s, <duration>, role of
  <education>, <economic implication>s, <social implication>s,
  <forecast>, <employment creation>, <recommendation>s, etc. <ILO
  mentioned>. <Reference>s, <statistical table>s.
ENGL


0005      CALL NO: 07809/330 ENGL
ILO. MANAGEMENT DEVELOPMENT BRANCH. TRAINING DEPARTMENT
--- TRAINING PROGRAMME FOR IMPROVED OFFICE TECHNOLOGY, PRODUCTIVITY
AND USER SATISFACTION (OPUS).
GENEVA. , 1987-        ISBN:92-2-106088-8(V.1)  92-2-106149-3(V.4)
  <ILO pub>. <Training programme>, <training package>, <office
  management>, <office>, <automation>, <office worker>s, <job
```

RUNNING TITLE

```
  <ILO pub>. <Comparative study> of <trend>s in the <plantation>
  sector, and the <working conditions> and <living conditions> of
  <plantation worker>s, esp. in <developing country>s - briefly
  reviews <agricultural production>, <consumption> and <trade> trends
  for principal crops, as well as their the <economic role>; using
  <case study>s of fifteen <Asia>n and <Africa>n countries, discusses
  use of <agricultural technology>, the <economic implication>s of
  <agrarian reform>, <nationalization>, <small farm> development,
  <employment>, <wage>s, <hours of work>, <workers housing>, etc.
  <Reference>s.
ENGL
```

LINE WIDTH & COLUMN WIDTH:



```
Data Base Name BIBL_      MFN limits 1/32000__   Save file name _____
First Title  TWO COLUMN TEST___ ____________________________________
Second Title *RUNNING TITLE_____ ___________________________________
Third Title ____________________ ___________________________________
____________________________________________________________________
Print format MFN(2)' ',V102(0,3)". ",V202(0,3)". ",V302(0,3)". "/0_____
____________________________________________________________________
____________________________________________________________________
Line width    40_    Number of columns 2      Column width     50_
Lines/page    20_    First page number 1___   EOC tolerance    3_
Data indention 0_    Sort ?            N      Sort worksheet name _____
                                              Print file name OUT031.LST
```

TWO COLUMN TEST

RUNNING TITLE

01 NOTE ON THE EFFECTIVENESS OF FLEXITIME AS AN ORGANIZATIONAL INTERVENTION.

02 UNEMPLOYMENT: A GLOBAL CHALLENGE.

03 SOCIAL FUND - WILL IT WORK?.

04 JOBS FOR YOUNG PEOPLE; A WAY TO A BETTER FUTURE.

05 TRAINING PROGRAMME FOR IMPROVED OFFICE TECHNOLOGY, PRODUCTIVITY AND USER SATISFACTION (OPUS).

06 ORGANISATION INTERNATIONALE DU TRAVAIL (OIT).

07 CASTRO AND THE CUBAN LABOR MOVEMENT: STATECRAFT AND SOCIETY IN A REVOLUTIONARY PERIOD (1959-196[illegible].

08 FIRST EUROPEAN CONGRESS OF QUALITY CIRCLES.

09 22ND GENERAL ASSEMBLY OF THE INTERNATIONAL SOCIAL SECURITY ASSOCIATION.

- 1 -

RUNNING TITLE

10 22A. ASSEMBLEE GENERALE DE L'ASSOCIATION INTERNATIONAL DE LA SECURITE SOCIALE.

11 PLANTATIONS AND PLANTATION WORKERS.

12 KOMPASS: REPERTOIRE GENERAL DE L'ECONOMIE DE LA SUISSE ET DU LIECHTENSTEIN = REGISTER OF INDUSTRY AND COMMERCE OF SWITZERLAND AND LIECHTENSTEIN.

13 LANGENSCHEIDTS ENZYKLOPAEDISCHES WOERTERBUCH DER ENGLISCHEN UND

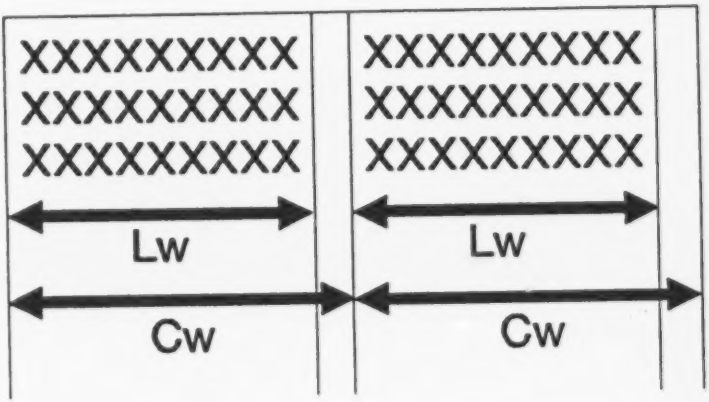
MURET-SANDERS: DEUTSCH-ENGLISCH, ENGLISCH-DEUTSCH = LANGENSCHEIDT'S ENCYCLOPAEDIC DICTIONARY OF THE ENGLISH AND GERMAN LANGUAGES: GERMAN-ENGLISH, ENGLISH-GERMAN.

14 COMPLETE PLAIN WORDS.

15 EQUIPEMENT ET SERVICES COLLECTIFS DE GARDE DES JEUNES ENFANTS DE 0 A 3 ANS DANS LA COMMUNAUTE EUROPEENNE.

16 DAY-CARE FACILITIES AND SERVICES FOR CHILDREN UNDER THE AGE OF THREE IN THE EUROPEAN COMMUNITY.

LINE WIDTH & COLUMN WIDTH:



There can be up to 4 sort-keys.

Parameters to be assigned:

1. *Key length:* should be short to limit file size and sorting time; should be long enough for correct sorting (e.g. for titles, it may be necessary to sort on, say, 100 characters of the 300 characters possible)

2. *Multiple-key indicator:* 0= single-key generation (i.e. from the first line of the FST; 1=multiple-key generation (i.e. one key for each line of the FST)

3. *Field Select Table:* a) use a predefined one; b) build one by entering a one-line FST *or*, if more than one key is to be sorted, a multi-line FST (use + to separate the lines; e.g. 1 2 v13 + 1 4 v9 sorts by descriptor and by language). For indexing technique 4=word indexing, a stopword file can be "activated".

92

SORT KEYS:

maximum 4

extraction defined by a
field select table (FST)
  actual FST (+)
  @pre-defined FST

total key-length max 256

indicator:
  0 = 1 key generated
  1 = more keys generated

The slide presents an overview on the sorting mechanism.

Four examples of user sort-worksheets are provided on the following pages:

1. Country code -- Place -- Title
2. Descriptor -- title
3. DESCRIPTOR -- title
4. DESCRIPTOR -- MFN

HEADERS:

(1) extract key values
    ▪ ▪› HITFILE

(2) sort

(3) equal suppress

(4) Number of Headings

(5) Heading format:

MHL,""#V01(0,i)/
""#V02(i,2i)/...#

```
Data Base Name BIBL_        MFN limits 1/32000__   Save file name _____
First Title  *PUBLISHER  COUNTRY - PLACE - NAME_____________________________
Second Title _____________________________________________________________
Third Title  _____________________________________________________________
_____________________________________________________________________
Print format MFN(2)' - ',V102(5,5)". ",V202(5,5)". ",V302(5,5)". "/_________
_____________________________________________________________________
_____________________________________________________________________

Line width     70_     Number of columns 1        Column width      70_
Lines/page     60_     First page number 1___     EOC tolerance     3_
Data indention 3_      Sort ?            Y        Sort worksheet name SRT04
                                                  Print file name OUT04.LST_

| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |


Number of Headings      3       Stopword file name  _____
Heading format: V1(0,0)/V2(3,3)/V3(6,6)/_____________________________________
_____________________________________________________________________
_____________________________________________________________________

Length of first sort key 3___     Single (0)  Multiple (1)  0
FST for first sort key   1 0 V7_____________________________________________
_____________________________________________________________________

Length of second sort key40___    Single (0)  Multiple (1) 0
FST for second sort key  2 0 V6_____________________________________________
_____________________________________________________________________

Length of third sort key 100      Single (0)  Multiple (1) 0
FST for third sort key   3 0 V5_____________________________________________
_____________________________________________________________________

Length of fourth sort key___      Single (0)  Multiple (1) 0
FST for fourth sort key  _____________________________________________________
| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |
```

PUBLISHER COUNTRY - PLACE - NAME

ARG
ROSARIO
32 - MODERNAS CONCEPCIONES DE LOS BANCOS DE DATOS JURIDICOS.
AUS
CANBERRA
AUSTRALIAN GOVERNMENT PUBLISHING SERVICE
79 - OCCUPATIONAL INJURY AND DISEASE STATISTICS: PROPOSALS FOR A MINIMUM DATA SET; A DISCUSSION PAPER.
SYDNEY
ACADEMIC PRESS
57 - SMALL SCALE BIBLIOGRAPHIC DATABASES.
BEL
BRUXELLES
08 - FIRST EUROPEAN CONGRESS OF QUALITY CIRCLES.
BRA
RIO DE JANEIRO
77 - APLICACAO DA INFORMATICA NA DOCUMENTACAO: UM ESTUDO DE CASO NO SENAC.
CAN
OTTAWA
43 - ISSUES IN INFORMATION SCIENCES: AN ASSESSMENT OF SERVICES IN CANADA AND CHINA.
10 - PHOCUS: BIBLIOGRAPHIC DATA BASE FOR THE CONSERVATION OF PHOTOGRAPHIC MATERIALS = PHOCUS: BASE DE DONNEES BIBLIOGRAPHIQUES POUR LA CONSERVATION DES DOCUMENTS PHOTOGRAPHIQUES.
CHE
GENEVE
GEORG
06 - ORGANISATION INTERNATIONALE DU TRAVAIL (OIT).
PRIV. PRINT.
95 - CATALOGUAGE ET ANALYSE DE DOCUMENTS FAISANT PARTIE DE LA SERIE "ETUDES ET DOCUMENTS", ETABLIE PAR LE BIT DE 1919 A 1945.
ZURICH-GOCKHAUSEN
EDITIONS KOMPASS
12 - KOMPASS: REPERTOIRE GENERAL DE L'ECONOMIE DE LA SUISSE ET DU LIECHTENSTEIN = REGISTER OF INDUSTRY AND COMMERCE OF SWITZERLAND AND LIECHTENSTEIN.
CUB
LA HABANA
CUBA. MINISTERIO DE EDUCATION
37 - CDS/ISIS: VERSION PARA MINI Y MICROCOMPUTADORAS.
DEU
BERLIN (WEST)
LANGENSCHEIDT
13 - LANGENSCHEIDTS ENZYKLOPAEDISCHES WOERTERBUCH DER ENGLISCHEN UND DEUTSCHEN SPRACHE, DER GROSSE MURET-SANDERS: DEUTSCH-ENGLISCH, ENGLISCH-DEUTSCH = LANGENSCHEIDT'S ENCYCLOPAEDIC DICTIONARY OF THE ENGLISH AND GERMAN LANGUAGES: GERMAN-ENGLISH, ENGLISH-GERMAN.
WALTER DE GRUYTER
18 - INTERNATIONALE ORGANISATIONEN; BEZEICHNUNGEN, ABKUERZUNGEN, AKRONYME ZUSAMMENGESTELLT VOM SPRACHENDIENST DES AUSWAERTIGEN AMTS DER BUNDESREPUBLIK DEUTSCHLAND = INTERNATIONAL ORGANIZATIONS:

```
Data Base Name bib1__        MFN limits 1/32000__    Save file name _ ___
First Title *DESCRIPTOR INDEX_____________________________________________
Second Title _____________________________________________________________
Third Title ______________________________________________________________

Print format V102(0,2)". ",v202(0,2)". ",v302(0,2)". ","['MFN(2)']'_______
_____________________________________________________________________________
_____________________________________________________________________________

Line width     70_     Number of columns 1        Column width        70_
Lines/page     60_     First page number 1__      EOC tolerance       3_
Data indention 5_      Sort ?            Y        Sort worksheet name SRTOS
                                                  Print file name OUTOS.LST_

| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |


Number of Headings      1       Stopword file name  _____
Heading format: _____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Length of first sort key 50      Single (0) Multiple (1)  1
FST for first sort key   1 2 V13_____________________________________________
_____________________________________________________________________________

Length of second sort key100     Single (0)  Multiple (1) 0
FST for second sort key  2 0 V102,V202,V302__________________________________
_____________________________________________________________________________

Length of third sort key ___     Single (0)  Multiple (1) 0
FST for third sort key   _____________________________________________________
_____________________________________________________________________________

Length of fourth sort key___     Single (0)  Multiple (1) 0
FST for fourth sort key  _____________________________________________________
_____________________________________________________________________________
| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |
```

Computer

ADVICE, A HIGH PROFIT BUSINESS: A GUIDE FOR CONSULTANTS AND OTHER ENTREPRENEURS. [70]
ANSWERS ONLINE: YOUR GUIDE TO INFORMATIONAL DATABASES. [99]
DOWNLOADING/UPLOADING ONLINE DATABASES AND CATALOGS: PROCEEDINGS OF THE CONGRESS FOR LIBRARIANS, FEBRUARY 18, 1985, ST. JOHN'S UNIVERSITY, JAMAICA, NEW YORK. [10]
GUIDE ON THE AUTOMATION OF DATA-PROCESSING CENTRES. [10]
NATIONAL COMPUTER NETWORKING OF EMPLOYMENT STATISTICS: THE BRITISH EXAMPLE. [60]
VOCABULARY CONTROL FOR INFORMATION RETRIEVAL. [76]

Computer programme

ANSWERS ONLINE: YOUR GUIDE TO INFORMATIONAL DATABASES. [99]
APPLICATIONS OF COMPUTERIZED INFORMATION SYSTEMS FOR SMALL SPECIALIZED LIBRARIES. [31]
ARCHIVES AND THE COMPUTER. [84]
CDS/ISIS: MINI-MICRO VERSION, RELEASE 1.0: INTRODUCTORY GUIDE AND REFERENCE MANUAL. [36]
CDS/ISIS: VERSION PARA MINI Y MICROCOMPUTADORAS. [37]
CURSO DE INTRODUCCION A SISTEMAS Y LENGUAJE DE PROGRAMACION DBASE II. [98]
DIAGNOSTIC TECHNIQUES, DOE IMS DATA BASES. [39]
DOWNLOADING/UPLOADING ONLINE DATABASES AND CATALOGS: PROCEEDINGS OF THE CONGRESS FOR LIBRARIANS, FEBRUARY 18, 1985, ST. JOHN'S UNIVERSITY, JAMAICA, NEW YORK. [10]
GUIDE ON THE AUTOMATION OF DATA-PROCESSING CENTRES. [10]
LIVRE DE LOTUS 1-2-3: VERSION 2. [41]
MANAGEMENT OF INFORMATON FROM ARCHIVES. [10]
PERSONAL COMPUTERS FOR LIBRARIES. [74]
SMALL SCALE BIBLIOGRAPHIC DATABASES. [57]

Computer programming

DIAGNOSTIC TECHNIQUES, DOE IMS DATA BASES. [39]
INTEGRATING TEXT WITH NON-TEXT: A PICTURE IS WORTH IK WORDS: PROCEEDINGS OF THE INSTITUTE OF INFORMATION SCIENTISTS TEXT RETRIEVAL 1985 CONFERENCE. [55]
LIVRE DE LOTUS 1-2-3: VERSION 2. [41]

Computer science

DATA DICTIONARY: CONCEPTS AND USES. [40]
DIAGNOSTIC TECHNIQUES, DOE IMS DATA BASES. [39]
LIVRE DE LOTUS 1-2-3: VERSION 2. [41]

Computerization

APLICACAO DA INFORMATICA NA DOCUMENTACAO: UM ESTUDO DE CASO NO SENAC. [77]
COMPUTERISATION OF THE DATABASE AND DOCUMENTATION NETWORK OF CEDEFOP: EVALUATION AND DISCUSSION OF A PRACTICAL INVESTIGATION. [92]

```
Data Base Name bibl__        MFN limits 1/32000___   Save file name _____
First Title  *DESCRIPTOR INDEX_____________________________________________
Second Title _____________________________________________________________
Third Title  _____________________________________________________________
_____________________________________________________________________
Print format V102(0,2)". ",V202(0,2)". ",V302(0,2)". ",'['MFN(2)']'_______
_____________________________________________________________________
_____________________________________________________________________
Line width     70_     Number of columns 1        Column width      70_
Lines/page     60_     First page number 1___     EOC tolerance     3_
Data indention 5_      Sort ?            Y        Sort worksheet name SRT06
                                                  Print file name OUT06.LST_
| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |


Number of Headings      1       Stopword file name  _____
Heading format: MHU,""#V01(0,5)/#_____________________________________
_____________________________________________________________________
_____________________________________________________________________
Length of first sort key 50      Single (0) Multiple (1)  1
FST for first sort key   1 2 V13_____________________________________
_____________________________________________________________________
Length of second sort key100     Single (0)  Multiple (1) 0
FST for second sort key  2 0 V102,V202,V302__________________________
_____________________________________________________________________
Length of third sort key ___     Single (0)  Multiple (1) 0
FST for third sort key   _____________________________________________
_____________________________________________________________________
Length of fourth sort key___     Single (0)  Multiple (1) 0
FST for fourth sort key  _____________________________________________
| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |
```

100

COMPUTER

ADVICE, A HIGH PROFIT BUSINESS: A GUIDE FOR CONSULTANTS AND OTHER ENTREPRENEURS. [70]
ANSWERS ONLINE: YOUR GUIDE TO INFORMATIONAL DATABASES. [99]
DOWNLOADING/UPLOADING ONLINE DATABASES AND CATALOGS; PROCEEDINGS OF THE CONGRESS FOR LIBRARIANS, FEBRUARY 18, 1985, ST. JOHN'S UNIVERSITY, JAMAICA, NEW YORK. [10]
GUIDE ON THE AUTOMATION OF DATA-PROCESSING CENTRES. [10]
NATIONAL COMPUTER NETWORKING OF EMPLOYMENT STATISTICS: THE BRITISH EXAMPLE. [60]
VOCABULARY CONTROL FOR INFORMATION RETRIEVAL. [76]

COMPUTER PROGRAMME

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ARCHIVES AND THE COMPUTER. [84]
CDS/ISIS: MINI-MICRO VERSION, RELEASE 1.0; INTRODUCTORY GUIDE AND REFERENCE MANUAL. [36]
CDS/ISIS: VERSION PARA MINI Y MICROCOMPUTADORAS. [37]
CURSO DE INTRODUCCION A SISTEMAS Y LENGUAJE DE PROGRAMACION DBASE II. [98]
DIAGNOSTIC TECHNIQUES, DOE IMS DATA BASES. [39]
DOWNLOADING/UPLOADING ONLINE DATABASES AND CATALOGS; PROCEEDINGS OF THE CONGRESS FOR LIBRARIANS, FEBRUARY 18, 1985, ST. JOHN'S UNIVERSITY, JAMAICA, NEW YORK. [10]
GUIDE ON THE AUTOMATION OF DATA-PROCESSING CENTRES. [10]
LIVRE DE LOTUS 1-2-3: VERSION 2. [41]
MANAGEMENT OF INFORMATON FROM ARCHIVES. [10]
PERSONAL COMPUTERS FOR LIBRARIES. [74]
SMALL SCALE BIBLIOGRAPHIC DATABASES. [57]

COMPUTER PROGRAMMING

DIAGNOSTIC TECHNIQUES, DOE IMS DATA BASES. [39]
INTEGRATING TEXT WITH NON-TEXT: A PICTURE IS WORTH 1K WORDS: PROCEEDINGS OF THE INSTITUTE OF INFORMATION SCIENTISTS TEXT RETRIEVAL 1985 CONFERENCE. [55]
LIVRE DE LOTUS 1-2-3: VERSION 2. [41]

COMPUTER SCIENCE

DATA DICTIONARY: CONCEPTS AND USES. [40]
DIAGNOSTIC TECHNIQUES, DOE IMS DATA BASES. [39]
LIVRE DE LOTUS 1-2-3: VERSION 2. [41]

COMPUTERIZATION

APLICACAO DA INFORMATICA NA DOCUMENTACAO; UM ESTUDO DE CASO NO SENAC. [77]
COMPUTERISATION OF THE DATABASE AND DOCUMENTATION NETWORK OF CEDEFOP: EVALUATION AND DISCUSSION OF A PRACTICAL INVESTIGATION. [92]

```
Data Base Name bibl_      MFN limits 1/32000__   Save file name _____
First Title  *DESCRIPTOR INDEX_____________________________________________
Second Title _____________________________________________________________
Third Title  _____________________________________________________________
_____________________________________________________________
Print format *_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Line width     42_     Number of columns 2        Column width      42_
Lines/page     60_     First page number 1___     EOC tolerance     3_
Data indention 10      Sort ?            Y        Sort worksheet name SRT07
                                                  Print file name OUT07.LST_

| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |


Number of Headings      1        Stopword file name  _____
Heading format: MHU,""#V01(5,5)/_____________________________________________
_____________________________________________________________
_____________________________________________________________

Length of first sort key 50      Single (0) Multiple (1)  1
FST for first sort key   1 ? V13_____________________________________________
_____________________________________________________________

Length of second sort key2__     Single (0)  Multiple (1) 0
FST for second sort key  2 0 MFN_____________________________________________
_____________________________________________________________

Length of third sort key ___     Single (0)  Multiple (1) 0
FST for third sort key   _____________________________________________________
_____________________________________________________________

Length of fourth sort key___     Single (0)  Multiple (1) 0
FST for fourth sort key  _____________________________________________________
_____________________________________________________________
| + - Next page  | M - Modify  | C - Cancel  | X - Exit  |
```

COMPARISON
000033

COMPETITION
000002

COMPUTER
000060, 000070,
000076, 000099,
000101, 000102

COMPUTER PROGRAMME
000031, 000036,
000037, 000039,
000041, 000057,
000074, 000084,
000098, 000099,
000101, 000102,
000109

COMPUTER PROGRAMMING
000039, 000041,
000055

COMPUTER SCIENCE
000039, 000040,
000041

COMPUTERIZATION
000043, 000064,
000077, 000092

CONF
000022, 000025,
000026, 000027,
000028

CONFERENCE PAPER
000025, 000026,
000027, 000028,
000087

CONFERENCE REPORT
000008, 000009,
000010, 000022,
000031, 000055,
000059, 000093,
000094, 000101

CONSTITUTION
000030

CONSULTANT
000070, 000083

CONSUMER GOODS
000012

CONSUMPTION
000011

CONTRACT
000044

CONTRACTING
000106

COPYRIGHT
000044, 000064,
000101

COST
000033, 000047,
000057, 000061,
000068, 000076,
000099, 000104,
000106

COUNTRY
000052, 000085,
000089, 000091

CREATIVE THINKING
000070

CUBA
000007, 000030

CULTURAL FACTOR
000083

DATA BANK
000032, 000046,
000096, 000099

DATA BASE
000031, 000033,
000036, 000037,
000039, 000040,
000041, 000044,
000047, 000050,
000052, 000054,
000056, 000057,
000059, 000061,
000063, 000068,
000071, 000075,
000079, 000081,

The Micro-ISIS *print*-module does not permit to store layout/sort worksheets *permanently*; this can only be done through the Systems Utilities.

To create USER permanent layout/sort worksheets:

(1) U - System Utilities

(2) N - Create/Edit Worksheet

(3) D - Copy Worksheet

Copy from? EYPRT or EYSRT
Copy to? MYFIL

(4) E - Edit Worksheet

!!!! ADD/CHANGE DEFAULT VALUES ONLY !!!!

In this chapter, Data Entry Services are described: how to enter, modify and delete data. The tool used to this end is a powerful Field Editor.

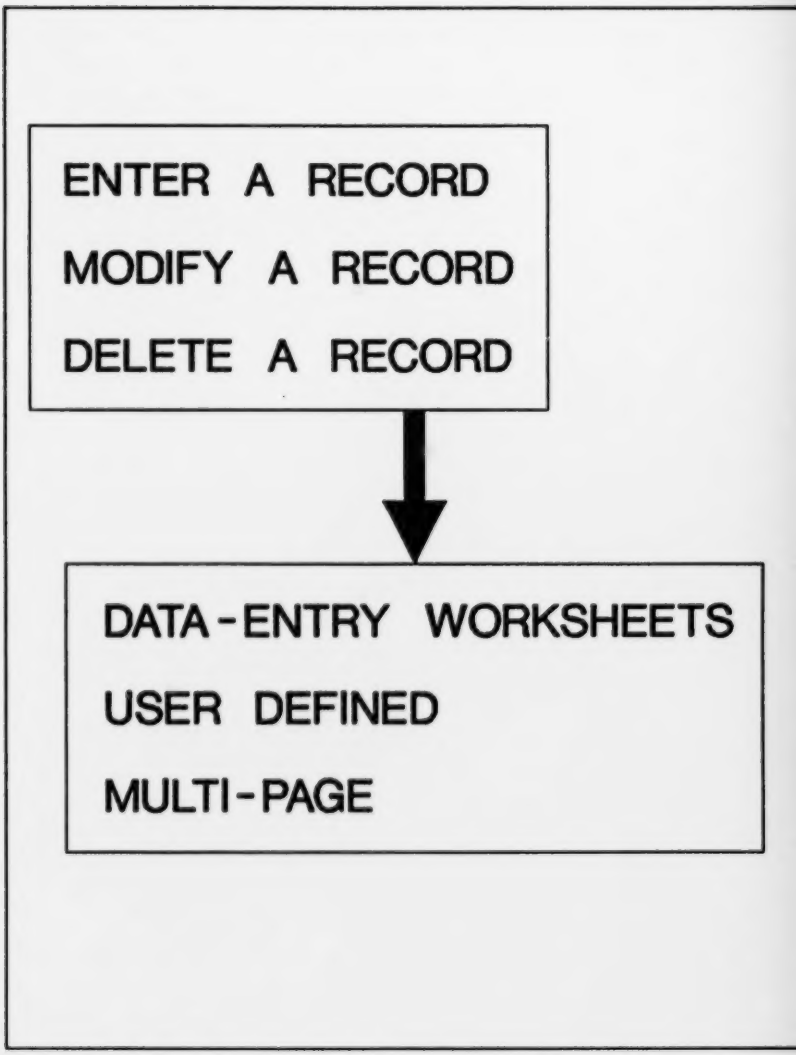
MICRO-ISIS

DATA ENTRY

Version 2.0
Course 88/1

Data entry services are enabled by chosing E from the Main Menu of Micro-ISIS (or by pressing function key 4. Essentially, the following operations can be executed:

1. Entry
2. Modification
3. Deletion


ENTER A RECORD
MODIFY A RECORD
DELETE A RECORD
DATA-ENTRY WORKSHEETS
USER DEFINED
MULTI-PAGE

The slide gives an overview on the major functions executed with the Field Editor.

field editor

Ins

Ctrl ← Home

Ctrl → End

Del Ctrl W Bsp

‹CR› ‹TAB› PgDn ‹esc›

F1 : display HELP message

F2 : delete field & exit

F3 : mark start block

F4 : mark end block

F5 : insert block

F6 : delete to end of field

Use Option **N = Create new record** in the Entry Menu

D = define default values
C = clear default values

Example: for bibliographic databases, many articles appear in the same journal; the journal name can be entered as default value

After entry, edit mode is made available automatically

Field values are validated by field type

Repeatable fields: enter % between the values (e.g. JONES M%SMITH R%WILLIAMS C)

Subfielded fields: enter ^n preceding the Conference Name, ^p preceding the Conference Place, and ^d preceding the Conference Date (^=ALT-94)

Create new record

MFN: auto-numbering

Fields: Default values
Field editor

Repeatable field:

Author 1%Author 2%Auth...

Subfielded field:

^nName^pPlace^dDate

Option E = Edit record (or range) or R = Modify/revise last query hits in the Micro-ISIS Entry Menu.

Logical deletion of a record means that the cross-reference file (XREF) no longer points to the MFN "deleted"; however, the MFN and its contents still exists *physically* and could be "revived" if necessary before the next reorganization.

Record Editing

M Edit a record using the Field editor.

D Delete a record logically.

R Undelete a logically deleted record.

A record is physically deleted only after a reorganization of the Master file.

BIBL / WORKSHEET FOR MONOGRAPHS

Personal Author (m) DAS SCHULLER MISSIRCAR D_____

Corporate Author (m) INDIA. DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING;KARNATAKA. DIRECTORATE OF EMPLOYMENT AND TRAINING;ILO;SWEDISH INTERNATIONAL DEVELOPMENT AUTHORITY_____

Title (m) REPORT OF NEW PERSPECTIVES IN WOMEN'S VOCATIONAL TRAINING, KARNATAKA CONFERENCES, BANGALORE, 11-13 APRIL 1983, MYSORE, 16-18 MAY 1983_____

Collation (m) 1 v._____

Edition (m) _____

BIBL / WORKSHEET: ALL LEVELS

Publisher Name _____

Place of Publication NEW DELHI_____
Country of Publication Code IND ISSN _____

ISBN _____

Report Number (acronym,number) _____

Language of Text ENGL_____

Date of Imprint/Issue 1983_____

Call Number 83809/376 ENGL_ Bibliographic Level M_

Status Code BIBLIO_____
Status Code Date 07/12/83 Other Language Version _____

BIBL / ADDED INFORMATION: SERIES AND CONFERENCES

Corporate Author (s) _____

Title (s) _____

Serial Volume Number _____

Serial Part _____

Conference (name,place,date) :KARNATAKA CONFERENCES ON NEW PERSPECTIVES ON WOMEN'S VOCATIONAL TRAINING, pBANGALORE, d1983$:KARNATAKA CONFERENCES ON NEW PERSPECTIVES ON WOMEN'S VOCATIONAL TRAINING, pMYSORE, d1983_____

BIBL / WORKSHEET: ALL LEVELS

Abstract: <Labour administration pub>.<ILO pub>. Composite <conference report> on <vocational training> of <women> in <India> - discusses <employment opportunity> in the <industrial sector> through <subcontracting> (incl. <electronics industry>), <employment creation> potential of <production cooperatives>, need for <vocational guidance> and suitable <training courses>, role of <labour administration>, etc. <List of participants>. <Conf> Bangalore 1983 Apr 11 to 13. <Conf> Mysore 1983 May 16 to 18_____

ILO Facet Number 06.09___

Notes _____

This chapter outlines the definition of a new database and its maintenance. Dealt with in particular are: Worksheet, Inverted File Services, and Backup and Exchange Services.

The Annex provides a complete overview on all Micro-ISIS menus and most of the worksheets.

MICRO-ISIS

DATADEF

Version 2.0
Course 88/1

Database defintition services are enabled by choosing D from the Main Menu for Micro-ISIS.

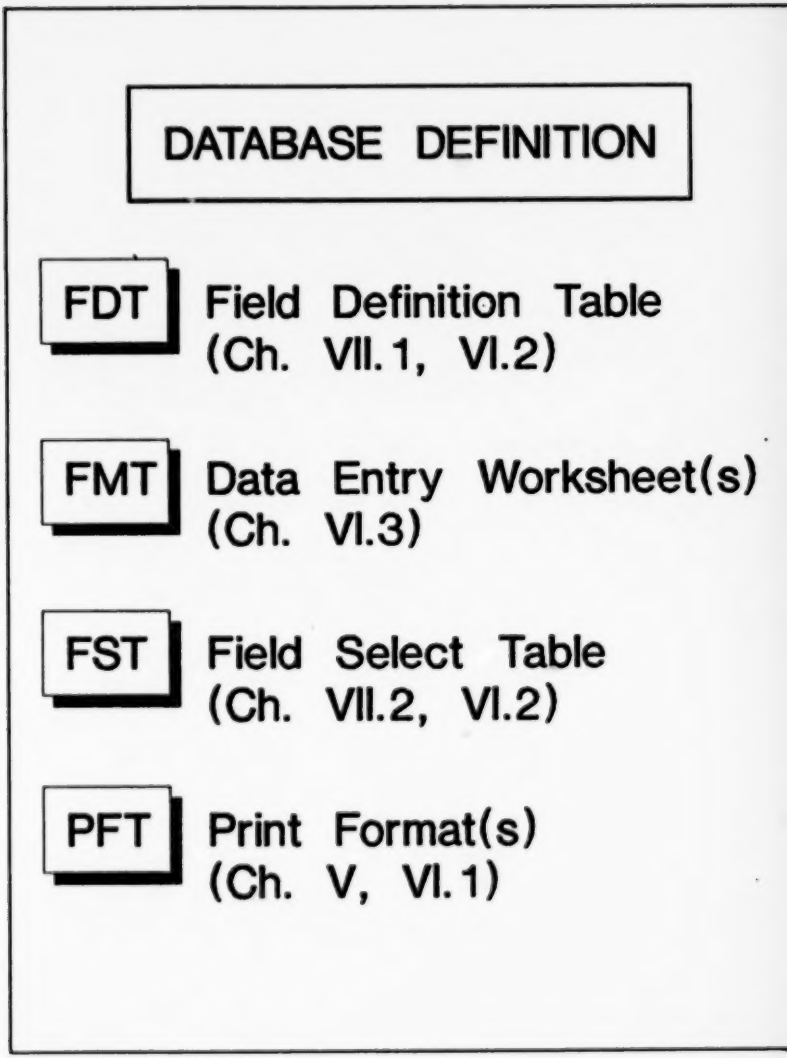
1. Create **FDT** using the line editor; e.g. BIBL.FDT.
   FDT defines the fields of the master record. (For details, see Part A: Introduction)

2. Create **FMT** default worksheet using the worksheet editor; e.g. BIBL.FMT (see next page)
   FMT defines the screen layout used to create and update records. (For details, see Part A: Data Entry)

3. Create **PFT** default Print Format using the field editor; e.g. BIBL.PFT (For details, see Part A: Printing)

4. Create **FST** using the line editor; e.g. BIBL.FST.
   FST defines the fields to be made searchable through the inverted file (For details, see Part A: Searching)

5. Optional: create additonal FSTs for sorting, as well as additional PFTs and FMTs


DATABASE DEFINITION
FDT
Field Definition Table
(Ch. VII.1, VI.2)
FMT
Data Entry Worksheet(s)
(Ch. VI.3)
FST
Field Select Table
(Ch. VII.2, VI.2)
PFT
Print Format(s)
(Ch. V, VI.1)

For every field in the worksheet, the elements given in the slide are prompted.

Notes:

Tag: '?' to display fields of FDT

L/C = line/column = 1/1 to 21/80

Example: L5 = 5-lines field
S5 = scrolling field with 5-line window

WORKSHEET DEFINITION

field tag - tag, T, ?

position of field name - l/c

position of field value - l/c

field attibute - 0 ... 5

field length - len, Ln, Sn

help message

default value

Inverted File services are enabled by choosing option I from the Main Menu of Micro-ISIS.

Abbreviations:

DB = database
IF = inverted file
LNK = link file sorted
LNU = link file unsorted
LST = listing

B = back-up
C = load
D = dump (IFLIST.LST)
F = full inversion
G = generate unsorted link-file
P = print search terms(IFLIST.LST)
S = sort
U = update

B + C to *reorganize* the IF

Full inversion is necessary when FST is changed: F = G + S + C

Examples: result of P

Inverted file Dictionary

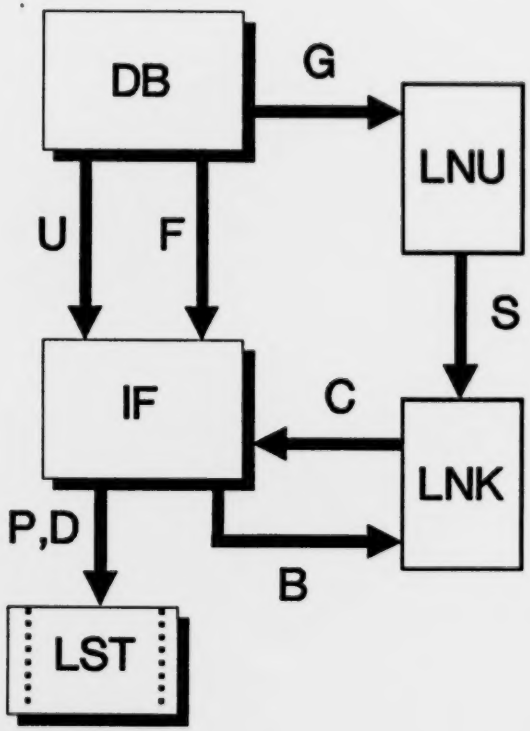
1	4	ABBREVIATIONS
2	1	ABIDJAN
3	1	ABKUERZUNGEN
4	7	ABSTRACTING
5	3	ACCESS TO INFORMATION
6	1	ACCOUNTING
7	6	ACQUISITIONS
8	1	ACRONYMS
9	1	ACTION
10	1	ACTIVITIES
11	2	ACTUARIAL
12	1	ADMINISTRATION OF JUSTICE
13	1	ADMINISTRATOR
14	1	ADVERTISING
15	1	ADVICE
16	1	AFRICA
17	1	AFRICAINS
18	2	AGE
19	1	AGHEVLI BB
20	1	AGRARIAN REFORM
21	1	AGRICULTURAL PRODUCTION
22	1	AGRICULTURAL TECHNOLOGY
23	1	AID INSTITUTION
24	1	AKRONYME
25	1	AKSORNSUWAN J
26	1	ALA
27	1	ALPERN L
28	1	ALS G
29	1	ALTERNATIVES
30	1	AMELIORATION

result of D

Inverted file Listing

1	4	ABBREVIATIONS	
		51/ 0	13/13/1/3
			18/13/1/2
			18/102/1/18
			52/13/1/9
2	1	ABIDJAN	
		1/ 2	87/102/1/22
3	1	ABKUERZUNGEN	
		51/ 13	18/102/1/4
4	7	ABSTRACTING	
		51/ 20	64/13/1/15
			93/13/1/9
			94/13/1/9
			95/13/1/6
			103/13/1/4
			105/13/1/9
			109/13/1/11
5	3	ACCESS TO INFORMATION	
		51/ 39	47/13/1/6
			59/13/1/11
			68/13/1/12
6	1	ACCOUNTING	
		1/ 9	73/13/1/19

Inverted File Utilities



Backup and exchange services are enabled by choosing option M from the Main Menu of Micro-ISIS.

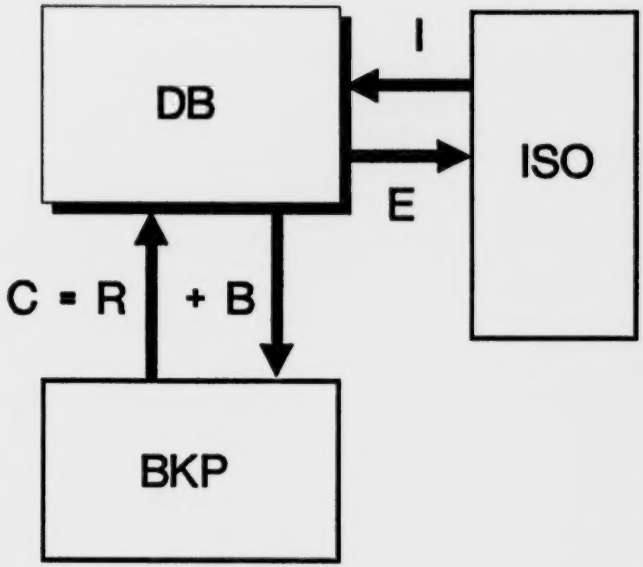
Alternatives: backup of hard disk on cartridge;
DOS copy on diskette (small DB)

Important: an inverted file can always be recreated,
but not a master file

A reorganization of the master file is necessary to reclaim lost space generated by updates: use C = B + R.

126

Backup and Exchange



Example of data stored in MINISIS, *downloaded* to Micro-ISIS the ISO-2709 exchange format.

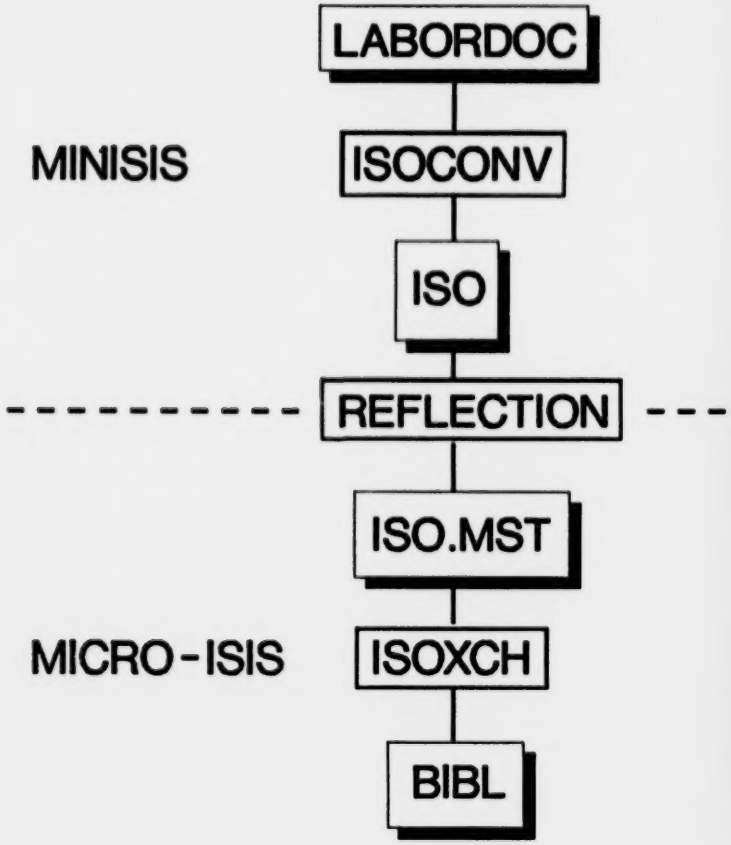
Multi-volume export is not supported
Multi-volume import is supported

Import:

L = load:	DB is always cleared first
M = merge:	records are added to DB; if same MFN already exists, it is *added*
U = update:	records are added to DB, same MFNs *replace* already existing ones

A parameter file can be used to define the correpondence between Micro-ISIS tags and ISO fields (entered as an FST).

By default, Micro-ISIS uses the hashmark sign (#) as record and field separators. The ILO uses the ISO-standard separators:


LABORDOC
MINISIS
ISOCONV
ISO
REFLECTION
ISO.MST
MICRO-ISIS
ISOXCH
BIBL

The slide shows 2 records as stored in ISO format and printed in Micro-ISIS format, repectively.

Practical exercises:

Data exchange: user A --> user B

Case 1: A and B use same FDT (MFN not important)
A exports a subset, B imports the subset; auto numbering, i.e. new MFN assigned

Case 2: A and B use same FDT *and* same MFN
A exports with parameter file:

```
999 0 MFN
10  0 (V10/)
20  0 (V20/)
.....
```

B imports with input TAG 999 containing MFN

Case 3: A and B use *different* FDT
A exports and/or B imports with a parameter file
Example: if FLD 10 in A corresponds to FLD 20 in B:

```
B imports with 20 0 (V10/)
```

Use possibilities of the print formatting language to exchange: repeat <==> non-repeat fields
subfielded <==> elementary fields
embedded descriptor field <==> repeatable descriptor field

```
00629000000000253000450020100040000020200290000420300050003300600070003800700040
00450080014000490180018000630090005000810110005000860030015000910040002001060200
00700108021000900115013013000124014000800254015002400262402000700286016000400293
0100078002978ILO#STATISTICS OF PAID VACATIONS#6 P.#GENEVA#IGO#92-2-102952-2#^aIL
O^nICLS/13/VI#ENGL#1982#82B09/442 ENGL#M#BIBLIO#01/07/83#<ILO pub>. <Conference
paper> repared for an <ILO meeting> on <data collecting> on <paid leave> - <Conf
> Geneva 1982 Oct 18 to 29#13.05.1#ALSO HELD IN MICROFICHE#REPORT#VI.#^nILO. INT
ERNATIONAL CONFERENCE OF LABOUR STATISTICIANS, 13TH,^pGENEVA,^d1982##
00561000000002410004500200000900002000011000092000011000202020040000312030013O
00712040008000840050018000920060008001100070004001180080014001220090005001360110
00500141003000800146004000200154020000700156021000900163013014100172014000600313
#URDANG L#ZETTLER HG#HOEQUIST C#OLOGIES AND ISMS: A THEMATIC DICTIONARY#XIII, 36
5 P.#2ND ED.#GALE RESEARCH CO.#DETROIT#USA#0-8103-1055-4#ENGL#1981#81A2682#M#BIB
LIO#22/12/81#English <language><dictionary> of words ending in -ology, -ity, -is
m, etc., connected primarily to the pure <science>s and <social sciences>#19.03#
#
```


0028

V3	: 82B09/442 ENGL	V4	: M
V6	: GENEVA	V7	: IGO
V8	: 92-2-102952-2		
V9	: ENGL		
V10	: ^nILO. INTERNATIONAL CONFERENCE OF LABOUR STATISTICIANS, 13TH,^pGENEVA,^d1982		
V11	: 1982		
V13	: <ILO pub>. <Conference paper> repared for an <ILO meeting> on <data collecting> on <paid leave> - <Conf> Geneva 1982 Oct 18 to 29		
V14	: 13.05.1		
V15	: ALSO HELD IN MICROFICHE		
V16	: VI.		
V18	: ^aILO^nICLS/13/VI		
V20	: BIBLIO		
V21	: 01/07/83		
V201	: ILO		
V202	: STATISTICS OF PAID VACATIONS		
V402	: REPORT		
V203	: 6 P.		

0029

V3	: 81A2682	V4	: M
V5	: GALE RESEARCH CO.		
V6	: DETROIT	V7	: USA
V8	: 0-8103-1055-4		
V9	: ENGL		
V11	: 1981		
V13	: English <language><dictionary> of words ending in -ology, -ity, -ism, etc., connected primarily to the pure <science>s and <social sciences>		
V14	: 19.03		
V20	: BIBLIO		
V21	: 22/12/81		
V200	: URDANG L ZETTLER HG HOEQUIST C		
V202	: OLOGIES AND ISMS: A THEMATIC DICTIONARY		
V203	: XIII, 365 P.		
V204	: 2ND ED.		

To install Micro-ISIS, procede as indicated in the slide.

The chart on the next page gives an overview on Micro-ISIS:

- Main Menu
- Submenus
- Sub-submenus
- FDT, FST, worksheets, etc.

1. Setting up directories

```
MD \ISIS20
CD \ISIS20
MD SYS
MD MENUS
MD MSG
MD CDS
MD BIBL
```

2. Load INSTALL.BAT

```
CD \ISIS20
COPY A:INSTALL.BAT
```

3. Run INSTALL

```
INSTALL \ISIS20\SYS \ISIS20\MENUS \ISIS20\MSG \ISIS20\CDS \ISIS20\BIBL
```

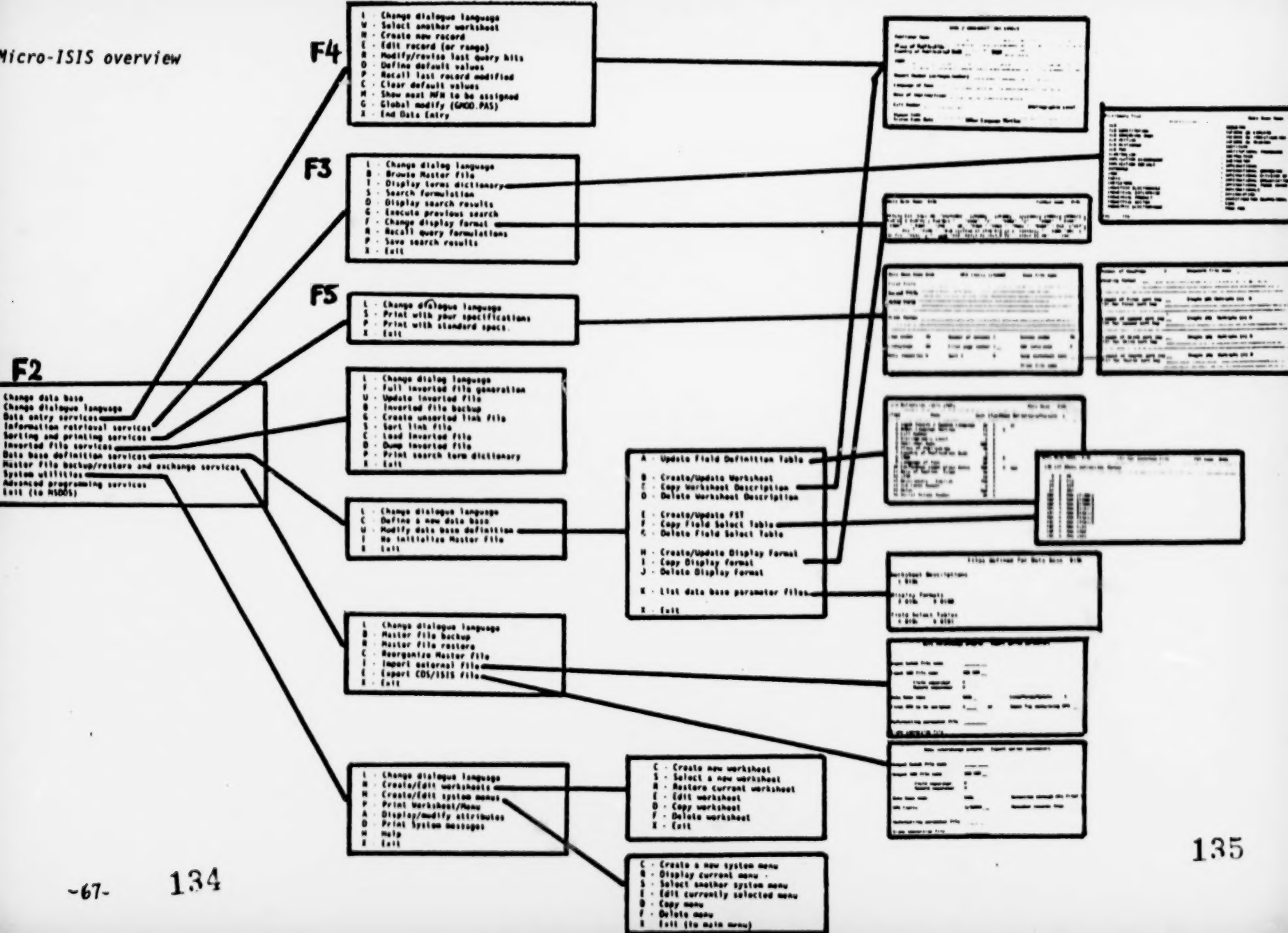
4. Set PATH

```
PATH=.....\ISIS20\SYS
```

5. Create SYSPAR.PAR

```
CD \ISIS20
COPY A:SYSPAR.PAR
```

6. GOOD LUCK


F4
L - Change dialogue language
W - Select another worksheet
N - Create new record
E - Edit record (or range)
R - Modify/revise last query hits
D - Define default values
P - Recall last record modified
C - Clear default values
M - Show next MFN to be assigned
G - Global modify (GMOD.PAS)
X - End Data Entry
F3
L - Change dialog language
B - Browse Master file
T - Display terms dictionary
S - Search formulation
D - Display search results
G - Execute previous search
F - Change display format
A - Recall query formulations
P - Save search results
X - Exit
F5
L - Change dialogue language
S - Print with your specifications
P - Print with standard specs.
X - Exit
F2
Change data base
Change dialogue language
Data entry services
Information retrieval services
Sorting and printing services
Inverted file services
Data base definition services
Master file backup/restore and exchange services
System utilities
Advanced programming services
Exit (to MSDOS)
L - Change dialog language
F - Full inverted file generation
U - Update inverted file
B - Inverted file backup
G - Create unsorted link file
S - Sort link file
C - Load inverted file
D - Dump inverted file
P - Print search term dictionary
X - Exit
L - Change dialogue language
C - Define a new data base
U - Modify data base definition
I - Re initialize Master File
X - Exit
A - Update Field Definition Table
B - Create/Update Worksheet
C - Copy Worksheet Description
D - Delete Worksheet Description
E - Create/Update FST
F - Copy Field Select Table
G - Delete Field Select Table
H - Create/Update Display Format
I - Copy Display format
J - Delete Display Format
K - List data base parameter files
X - Exit
L - Change dialogue language
B - Master file backup
R - Master file restore
C - Reorganize Master File
I - Import external file
E - Export CDS/ISIS file
X - Exit
L - Change dialogue language
W - Create/Edit worksheets
M - Create/Edit system menus
P - Print Worksheet/Menu
A - Display/modify attributes
D - Print System messages
H - Help
X - Exit
C - Create new worksheet
S - Select a new worksheet
R - Restore current worksheet
E - Edit worksheet
O - Copy worksheet
F - Delete worksheet
X - Exit
C - Create a new system menu
D - Display current menu
S - Select another system menu
E - Edit currently selected menu
O - Copy menu
F - Delete menu
X - Exit (to main menu)

Part A

Part B

Contents

Micro-ISIS Principles

1. Introduction
2. Searching
3. Printing
4. Data Entry
5. Database definition
   Annex: Menus and worksheets

Micro-ISIS Applications >>>>>>>>>>
>>>>>>>>>>
1. Bibliographic database (BIBL) >>>>>>>>>>
2. Serials database (SER) >>>>>>>>>>
3. IRTIS Training Material DB (IRTM) >>>>>>>>>>
4. IRTIS Training Institutions DB >>>>>>>>>>
5. Address database (ADDR) >>>>>>>>>>
6. Registration database (REGIS) >>>>>>>>>>

Bibliography

Subject Index

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Bibliographic database

Since January 1988, ILO's Central Library and Documentation Branch "*exports*" regularly selected bibliographic records from its LABORDOC database to users located outside Geneva. *Import* of records from these partners is foreseen.

The basis of this exchange is the use of a common Field Definition Table (BIBL). Rules for the cataloguing and indexing of the bibliographic records are laid down in **Bibliographic Field Descriptions: Manual for Micro-ISIS Users** *(ILO-BIBL 4 ENGL (1988 rev.2))* and in the translations into French and Spanish: **Description des champs bibliographiques: manuel pour les utilisateurs de Micro-ISIS** *(ILO-BIBL 4 FREN (1988 rev.2))*, and **Descripción de los campos bibliograficos: manual para los usarios de Micro-ISIS** *(ILO-BIBL 4 SPAN (1988 rev.2))*.

Partners within the ILO are provided with the following package:

1. Floppy disk (5.25") containing Micro-ISIS programmes, version 2.0
2. Floppy disk containing the Micro-ISIS worksheets, message files, etc.
3. Floppy disk containing UNESCO's sample database CDS
4. Floppy disk containing ILO's sample database BIBL produced from LABORDOC and specialized departmental databases, FDT, FST, PFT, etc. Descriptors can be provided in their original version (English) or, in addition to English, in French or Spanish (translation based on the *ILO Thesaurus*).
5. A backfile of relevant LABORDOC records (starting with the year 1980 for technical reasons) can be provided as well as regular updates. One floppy disk will hold about 300 records; this reduces to about 250 records when French language descriptors or Spanish language descriptors are given in addition to the English ones.

ILO Geneva: LABORDOC sample database (Micro-ISIS)

0001 CALL NO: 86A992
DHANASUNTHORN A
ASIAN PRODUCTIVITY ORGANIZATION
UNDERSTANDING INDUSTRIAL ESTATES.
TOKYO. 76 P. PRODUCTIVITY SERIES NO. 19., 1986 ISBN:92-833-1079-3

<SOLARES INDUSTRIALES>, <PAIS EN DESARROLLO>, <PEQUENA INDUSTRIA>
Introduction to the scope and functions of <industrial estates> in <developing country>s and their role in the development of <small scale industry>.
ENGL

0002
TENDLER J
US. AGENCY FOR INTERNATIONAL DEVELOPMENT
- - VENTURES IN THE INFORMAL SECTOR: HOW THEY WORKED OUT IN BRAZIL.
WASHINGTON. 283 P., 1982

<INFORME>, <ORGANIZACION VOLUNTARIA>, <PROGRAMA DE AYUDA>, <BRASIL>, <CREDITO>, <PEQUENA INDUSTRIA> - <ANALISIS DE ACTIVIDAD>, <EVALUACION>, <TIPO DE INTERES>, <SECTOR PUBLICO>, <SECTOR PRIVADO>, <PRESTAMO>, <PROGRAMA DE FORMACION>, <CREACION DE EMPLEOS>, <MERCADO>, <DEMANDA>, <REFERENCIA>, <CUADRO>
<Report> on a <voluntary organizations's <aid programme> (UNO) in <Brazil> concerning <credit> to <small scale industry> - covers UNO <activity analysis>, <evaluation> of the programme, <interest rate>, role of the <public sector> and <private sector>, impact of <borrowing>, <training programme>, <employment creation> and <market> <demand>. <References>, <table>s.
ENGL

0004
ILO
-- UPGRADING OF HOTEL AND CATERING SUPERVISORS: INTERNAL EVALUATION REPORT AND PROJECT PROGRESS REPORT.
LILONGWE. 28 L., APR 1986
Project data:

Number	Donor	Budget(US$)	Start	Mnths	ILO Branch
MLW/84/006	UNDP	360,400	85/04	18	HOTTOUR

<PUR OIT>, <INFORME DE PROYECTO>, <EVALUACION DE PROYECTOS>, <INFORME DE ACTIVIDADES>, <PROYECTO DE DESARROLLO>, <INDUSTRIA HOTELERA>, <RESTAURACION>, <FORMACION PARA SUPERVISION>, <FORMACION COMPLEMENTARIA>, <MALAWI> - <CURSO DE FORMACION>, <FORMACION EN EL LUGAR DE TRABAJO>, <MATERIAL DIDACTICO>, <RECOMENDACION>
<ILO pub>. <Project report> <project evaluation> <progress report> <development project> <hotel industry> <catering> <supervisory training> <upgrading> <Malawi> - <training course> <on the job training> <teaching and training material> <recommendation>.
OBJECTIVE: Evaluation and progress report of project providing training courses to upgrade hotel and catering supervisors in Ma
FINDINGS: Activities incl. 14 training courses (incl. on th
[illegible] of 4 manuals covering food
[illegible] management

Field Definition Table (FDT) Data Base: BIBL

?	Tag	Name	Len	Typ	Rep	Delimiters/Pattern
-	1	Input Centre / Record Language	30	X		cr
-	2	Other Language Version	15	X	R	
-	3	Call Number	16	X		
-	4	Bibliographic Level	2	A		
-	5	Publisher Name	200	X		
-	6	Place of Publication	40	X		
-	7	Country of Publication Code	3	A		
-	8	ISBN	20	X	R	
-	9	Language of Text	50	X		
-	10	Conference (name,place,date)	400	X	R	rpd
-	11	Date of Imprint, Issue	30	X		
-	12	ISSN	10	X		
-	13	Descriptors - English	700	X		
-	14	ILO Facet Number	8	X		
-	15	Notes	500	X		
-	16	Serial Volume Number	20	X		
-	17	Serial Part	30	X		
-	18	Report Number (acronym,number)	50	X	R	an
-	19	Free Text Abstract - English	1000	X		
-	20	Status Code	6	X	R	
-	21	Status Code Date	8	X		
-	22	Price	20	X	R	
-	23	Descriptors - French	700	X		
-	24	Descriptors - Spanish	700	X		
-	25	Free Text Abstract - French	1000	X		
-	26	Free Text Abstract - Spanish	1000	X		
-	100	Personal Author - Analytic	200	X	R	
-	200	Personal Author - Monograph	200	X	R	
-	300	Personal Author - Collection	200	X	R	
-	101	Corporate Author - Analytic	400	X	R	
-	201	Corporate Author - Monograph	400	X	R	
-	301	Corporate Author - Collection	400	X	R	
-	401	Corporate Author - Serial	400	X	R	
-	102	Title - Analytic	300	X		
-	202	Title - Monograph	300	X		
-	302	Title - Collection	300	X		
-	402	Title - Serial	300	X		
-	203	Collation - Monograph	55	X		
-	303	Collation - Collection	55	X		
-	104	Edition - Analytic	20	X		
-	204	Edition - Monograph	20	X		
-	304	Edition - Collection	20	X		
-	105	Page Numbers - Analytic	80	X		
-	306	Holdings Note - Collection	150	X	R	
-	501	Project Number	20	X	R	
-	502	Project Donor	15	X	R	
-	503	Project Budget	15	X	R	
-	504	Project Starting Date	5	X	R	
-	505	Project Duration	5	X	R	
-	506	Project Executing Branch	15	X	R	

Data Base Name: BIBL FST for Inverted File FST name: BIBL

ID	IT	Data extraction format
9	4	V9
13	2	V13
23	2	V23
24	2	V24
100	0	MHU,(V100/)
100	0	MHU,(V200/)
100	0	MHU,(V300/)
101	4	MHU,(V101/)
101	4	MHU,(V201/)
101	4	MHU,(V301/)
101	4	MHU,(V401/)
102	4	MHU,V102
102	4	MHU,V202
102	4	MHU,V302

Data Base Name: BIBL Format name: BIBL

```
MFN(4),C11,"CALL NO: "V3/V100|  |/V200|  |/V300|  |/(V101/),(V201/),(V301/),(
V10 8|  |,V10 P|  |,V10 D/),"--  "V102="  "/--  "V202="  "/--  "V302="  "  V104="  "
 V204="  " V304="  "/V8"  "  V5 = "V303 = "V203,"  "V401="  "V402" " V18,"("V17")
&', ',V11 &"  "V105,"  "V18,"|(|V18 A|-|V18 B|)|,|  (|V15|)|,"  ISBN:"V8|  |,"
Sw.frs. "V22|  |," ISBN:"V17/8  Project data: ----------------------------------
---------------------"V502/"  Number  Donor  Budget(US$
) Start Mnths  ILO Branch"V502,"  ----------------------------------------------
-----------------------"V503,(c4,V501,c24,V502,c39,V503,c51,V504,c58,V505,c64
,V506),"
:"V502/V24(2,2),/V13(2,2)"."/V19(4,2)/V9"  "/##
```

BIBL / WORKSHEET FOR ANALYTICS

Personal Author (a) _____

Corporate Author (a) _____

Title (a) _____

Edition (a) _____

Page Numbers (a) _____

BIBL / WORKSHEET FOR MONOGRAPHS

Personal Author (m) _____

Corporate Author (m) _____

Title (m) _____

Collation (m) _____

Edition (m) _____

BIBL / WORKSHEET FOR COLLECTIONS

Personal Author (c) _____

Corporate Author (c) _____

Title (c) _____

Collation (c) _____

Edition (c) _____

Holdings Note (c) _____

BIBL / WORKSHEET: ALL LEVELS

Publisher Name _____

Place of Publication _____
Country of Publication Code __ ISSN _____

ISBN _____

Report Number (acronym,number) _____

Language of Text _____

Date of Imprint/Issue _____

Call Number _____ Bibliographic Level __

Status Code _____
Status Code Date _____ Other Language Version _____

BIBL / WORKSHEET: ALL LEVELS

Abstract _____

ILO Facet Number _____

Notes _____

BIBL / ADDED INFORMATION: SERIES AND CONFERENCES

Corporate Author (s) _____

Title (s) _____

Serial Volume Number _____

Serial Part _____

Conference (name,place,date) _____

This
Libr

Flop
subs
abou

Serials Database

database contains essential fields used in the ILO Central
ary's SERIALS database run under MINISIS.

by disks can be produced on request containing a particular
et of the some 8000 periodicals received. However, only
t two thirds have subject descriptors.

142

0001 CALL NO: P09602 Frequency BM
-- International Labour Review.
Geneva. ILO
<ILO pub>, <labour>, <employment>, <working conditions>, <labour standard>s,
<role of ILO> 13.01 ISSN:0020-7780
Also available: Revue international du Travail
Revista internacional del Trabajo

0002 CALL NO: P40436 Frequency DA
-- Le Monde.
Paris.
<Newspaper>, <France> 19.04.4 ISSN:0395-2037

0003 CALL NO: P48152 Frequency QU
--- Uruguay. Direccion General de Estadistica y Censos. - Enquesta Industrial Trimestrial; Indicatores Economicos.
Montevideo.
<Economic survey>, <economic indicator>s, <industry>, <statistical table>s,
<Uruguay> 03.01.2

0004 CALL NO: P09645 Frequency QU
-- Revista Internacional del Trabajo.
Geneva.
<ILO pub>, <labour>, <employment>, <working conditions>, <labour standard>s,
<role or ILO> 13.01 ISSN:0378-5548
Also available: International Labour Review
Revue international du Travail

0005 CALL NO: P09628 Frequency BM
--- Revue International du Travail.
Geneva.
<ILO pub>, <labour>, <employment>, <working conditions>, <labour standard>s,
<role of ILO> 13.01 ISSN-0378 5599
Also available: International Labour Review
Revista Internacional del Trabajo

Field Definition Table (FDT) Data Base: SFR

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
2	Other Language Version (MFN)	15	X	R	
3	Call Number	16	X		
4	Bibliographic Level	2	A		
5	Publisher Name	200	X		
6	Place of Publication	40	X		
7	Country of Publication Code	3	A		
9	Language of Text	50	X		
12	ISSN	10	X		
13	Descriptors - English	700	X		
14	IID Facet Number	8	X		
15	Notes	500	X		
20	Status Code	6	X	R	
21	Status Code Date	8	X		
22	Price	20	X	R	
23	Descriptors - French	700	X		
401	Corporate Author - Serial	400	X	R	
402	Title - Serial	300	X		
403	Title - Cross reference	300	X	R	
404	Other Language Version (title)	300	X	R	
405	Frequency	2	A		
406	Holdings	100	X		
407	Order Date	6	X		
408	Order Information	250	X		
409	Circulation (Name, Dept.)	250	X	R	nd

Data Base Name: SFR FST for Inverted File FST name: SFR

IID	IT	Data extraction format
9	4	V9
12	0	V12
13	2	V13
23	2	V23
24	2	V24
401	4	MHU,(V401/)
402	4	MHU,V402
403	4	MHU,(V403/)

Data Base Name: SFR

Format name: SFR

```
MFN(4),C11,"CALL NO: "V3,C30,"Frequency "V405,/"--- "V402", "./V6", ",V5,/v13(7,
7),"     "v14,"     ISSN:"V12,/"Also available: "D404,(V404(16,16),/)##
```

SER / SERIALS Worksheet, p. 1(4)

Corporate Author (s)

Title - Cross-reference

Language

SER / SERIALS Worksheet, p. 2(4)

Other Language Version (title)

- NFR

Notes

SER / SERIALS Worksheet, p. 3(4)

Frequency Holdings Call Number

Descriptors (English)

IIO Facet Number

SER / SERIALS Worksheet, p. 4(4)

Publisher Name

Place of Publication Country

ISSN

Order Date Order Information

Price

Status Code Status Code Date

Circulation (Name, Dept.)

IRTIS Databases

IRTIS, the Inter-Regional Training Information System, is a decentralised cooperative information network. Its partners are:

- APSDEP, the Asian and Pcific Skill Development Programme;
- CIADFOR, the Inter-African Centre for the Development of Vocational training;
- CINTERFOR, the Inter-American Research and Documentation Centre on Vocational Training.

  These centres each manage a regional database and maintain links with national correspondents in their region.

- ILO Turin Centre, concentrating on didactic material (e.g. documents concerning the training of trainers).

For relevant documentation, see the Bibliography at the end of this report.

0001 (TRN)
Boards.
CORP.AUTHORS: ILO. ICATVT.
PUBLISHER/PRODUCER: ILO. ICATVT.
FORMAT: 070.
0701, 12 diagrams; 28 x 40 cm.

Charts illustrating the use, or comparative advantages and disadvantages of different types of boards teaching equipment - covers chalk boards, wall charts, felt boards and magnetic boards.

DESCRIPTORS: /Chart/ /comparative advantage/ /teaching equipment/
SOURCE: International Centre for Advanced Technical and Vocational Training, 125 Corso Unit d'Italia - 10127 Turin, ITA, For sale, YES, 6.40 US$.
CONSUL.PLACE: Available in the Turin Centre at MEDOC. CMDI (for internal use only).

0002 (TRN)
Photographic film.
CORP.AUTHORS: ILO. ICATVT.
PUBLISHER/PRODUCER: ILO. ICATVT.
FORMAT: 077.
0713, 52 slides (glass mounted): col.; 5 x 5 cm.

ILO-ICATVT pub. Training package audio visual aid guide to the history and structure of photographic films and to their development; incl. the composition of colour film.

DESCRIPTORS: /ILO/ /ICATVT pub/ /Training package/ /audio visual aid/ /guide/ /history/ /photograph/
SOURCE: International Centre for Advanced Technical and Vocational Training, 125, Corso Unit d'Italia - 10127 - Turin, ITA, For sale, YES, 56 US$.
CONSUL.PLACE: Available in the Turin Centre at MEDOC. CMDI (for internal use only).

0003 (TRN)
Linear programming.
CORP.AUTHORS: Prismatron Productions LTD.
FORMAT: 077.
0713, 72 slides: col.

Training package on the management technique of linear programming emphasising problem solving for resource allocations - covers problem-solving using graphs for production planning and production control; illustrates the stepping stone method for transportation problems as well as the matrix method and the branch and bound method through case studys.

DESCRIPTORS: /training package/ /management technique/ /linear programming/ /problem solving/ /resource allocation/ /graph/ /production planning/ /production control/ /transport/ /case study/

SOURCE: Prismatron Productions LTD, 34, Cricklewood Broadway London NW2 3ET, GBR, For sale, YES.
CONSUL.PLACE: Available in the Turin Centre at MEDOC. CMDI (for internal use only).

Field Definition Table (FDT) Data Base: IRTN

?	Tag	Name	Len	Typ	Rep	Delimiters/Pattern
-	1	DATE OF INPUT	8	P		99/99/99
-	2	INFORMATION TYPE	20	X		
-	3	INPUT CENTRE CODE	8	X		
-	4	INPUT CENTRE CONTROL NO.	10	X		
-	5	STATUS CODE	6	X		
-	6	TITLE OF TRAINING MATERIAL	300	X		
-	7	TITLE TRANSLATED	300	X		
-	8	SERIES TITLE(s) VOLUME NO(s)	360	X	R	ab
-	9	LANGUAGE(s) OF TRAIN. MATERIAL	4	X	R	
-	10	LANGUAGE OF RECORD	4	X		
-	11	PERSONAL AUTHOR(s)	50	X	R	
-	12	CORPORATE AUTHOR(s)	300	X	R	
-	13	PUBLISHER/PRODUCER NAME ADDR.	300	X		
-	14	YEAR OF PUBLICATION	6	X		
-	15	SOURCE NAME ADDR. COND. COPYR.	524	X	R	abcdef
-	16	MEDIA MAINGROUP CODE	4	X		
-	17	MEDIA SUBGRP CODE(s)/COLLATION	304	X	R	ab
-	18	OTHER AVAILABLE VERSION(s)	100	X	R	
-	19	DESCRIPTOR STRING	600	X		
-	20	FREE TEXT ABSTRACT	1400	X		
-	21	PRIMARY FACET NO.	100	X		
-	22	SECONDARY FACET NO(s)	100	X	R	
-	23	LOCAL FILING CODE(s)	100	X	R	
-	24	CONSULTATION PLACE(s)	200	X	R	
-	25	CONSULTATION PEOPLE NAME ADDR.	300	X	R	ab
-	26	DATE OF FILLING WORKSHEET	8	P		99/99/99

Data Base Name: IRTN FST for Inverted File FST name: IRTN

ID	IT	Data extraction format
3	0	MHU,V03
5	0	MHU,V05
6	4	MHU,V06
7	4	MHU,V07
8	4	MHU,(V08`a/)
9	4	MHU,(V09/)
11	4	MHU,(V11/)
12	4	MHU,(V12/)
14	0	MHU,V14
15	0	MHU,(V15`c/)
16	0	MHU,V16
17	0	MHU,(V17`a/)
19	3	MHU,V19
21	0	MHU,V21
22	0	MHU,(V22/)

Data Base Name: IRTN Format name: IRTN

```
MFN(4),'      ('V03')'/,MDL,V06,"AUTHORS: " D11,(V11(9,9)/),"CORP.AUTHORS: "d12,
(V12(14,14)/),"SERIE(s): "d08,(V08(10,10)/),V14/,"PUBLISHER/PRODUCER: "D13,(V13(
20,20)/),"FORMAT: "D16,(V16(8,8)/),(V17(8,8)/)#V20/MPL#"DESCRIPTORS:  "v19(14,14
)/MDL,"SOURCE:          "D15,(V15(14,14)/),"CONSUL.PLACE: "D24,(v24(14,14)/)/##
```

01. DATE OF INPUT: _____ 02. INFORMATION TYPE: TRAINING MATERIAL__
03. INPUT CENTRE CODE: _____ 04. INPUT CENTRE CONTROL NO.: _____
05. STATUS CODE: ____

06. TITLE OF TRAINING MATERIAL: _____

_____ 07. TITLE TRANSLATED: _____

_____ 08. SERIES TITLE(S) VOLUME NO(S): _____

09. LANGUAGE(S) OF TRAIN. MATERIAL:
10. LANGUAGE OF RECORD: ___ 11. PERSONAL AUTHOR(S): _____
12. CORPORATE AUTHOR(S): _____

13. PUBLISHER/PRODUCER NAME ADDR.: _____

_____ 14. YEAR OF PUBLICATION: ____ 15. SOURCE NAME ADDR. COND. COPYR. _____

16. MEDIA RATINGROUP CODE: ___17. MEDIA SUBGRP CODE(S)/COLLATION: _____
18. OTHER AVAILABLE VERSION(S): _____
19. DESCRIPTOR STRING: _____

20. FREE TEXT ABSTRACT: _____

21. PRIMARY FACET NO.: _____
_____22. SECONDARY FACET NO(S): _____

23. LOCAL FILING CODE(S): _____
24. CONSULTATION PLACE(S): _____
25. CONSULTATION PEOPLE NAME ADDR.: _____
26. DATE OF FILLING WORKSHEET: _____

00002 Date of input: 16/06/88
Name(English): CENTRAL TRAINING INSTITUTE (Central Training Institute)

Acronym: CTI
Address: Udyog Nagar, Kanpur, 208022, IND
Cable : CTI KANPUR INDIA
Contact: BN Guha Biswas--Director of Training

Languages : ENGL; HIND
Programmes: All trades. Seating capacity: 220 for all trades. Duration: One year for all trades. Local fees: Free for government nominee and Rp.15 for private sector.
Target grp: Adult; Technician
Admission : High school pass with mathematics and science. National Trade Certificate/National Apprenticship Certificate or diploma in branch of engineering. Industrial experience of three years in the trade.
Descriptors: /Training centre/ and /part time/ /training/ for /training of trainers/ in /India/ - covers /fitter assembler/s, /machining/, /machine-tool setter-operator/s, /motor-vehicle mechanic/s, /welder/s, /electrician/s, /tailor/s and /printing worker/s; also conducts /in-service training/, /further training/ and /part time/ /training/ for /industrial worker/s; gives /student allowance/ and /health service/.

00004 Date of input: 22/06/88
Name(English): CONSULTANCY AND PROMOTIONAL CELL (Consultancy and Promotional Cell)

Acronym: CPC
Address: c/o National Co-operative Consumers' Federation of India (NCCF), New Delhi, 110019, IND
Contact: R. Kasinathan-- Senior Consultant .
Trainees: total; 1850

Languages : ENGL
Programmes: 11-30 weeks, 40 hours per week. Progammes for all trades, to meet requirements of the consumer co-operative movement. Training facilities. Lecture method of instruction.
Target grp: adult; manager
Admission :
Descriptors: /Training centre/ for /cooperative vocational education/ in /India/ - covers /manager/s, /supervisor/s, /trainer/s, /sales worker/s and /office worker/s; also undertakes /management development/, /management consultancy/, /training of trainers/, /manpower planning/; gives /vocational guidance/ to scholars in

Field Definition Table (FDT) — Data Base: IRTI

?	Tag	Name	Len	Typ	Rep	Delimiters/Pattern
-	10	Data Base Name	4	N		
-	20	Date of Input	8	P		99/99/99
-	30	Input Centre Code	3	A		
-	40	Control Number	5	N		
-	50	Record Status and Date	20	X	R	
-	60	Language of Record	4	A		
-	70	Name of Institution	200	X		
-	80	Institution Name in English	200	X		
-	90	Acronym	15	A		
-	100	Street Address	100	X		
-	101	P.O. Box	30	X		
-	102	Postal Code Prefix	10	X		
-	103	City, State or Province	50	X		
-	104	Postal Code Suffix	10	X		
-	105	Country	3	X		
-	106	Telephone Number	30	X	R	
-	107	Cable Address	100	X		
-	108	Telex Number	50	X		
-	110	Head of Inst(name, title)	150	X		nl
-	120	Contact Person(name, title)	150	X		nl
-	130	Teachers, total	5	N		
-	131	Teachers, full-time	5	N		
-	132	Teachers, part-time	5	N		
-	133	Trainees, total	5	N		
-	134	Trainees, male	5	N		
-	135	Trainees, female	5	N		
-	140	Language(s) of Tuition	20	X	R	
-	150	Institution Type	15	X		
-	160	Responsible Party	160	X		
-	170	Type of Financing	100	X	R	
-	180	Year of Operation	5	N		
-	190	ILO Set Up or Aided, Date	20	X		
-	200	Description of Programmes	800	X		
-	210	Number of Programmes	5	N		
-	220	Primary Sector Activities	25	X	R	
-	221	Secondary Sector Activities	40	X	R	
-	222	Tertiary Sector Activities	40	X	R	
-	230	Target Groups	40	X	R	
-	240	Fees, U.S. Dollars	15	X	R	
-	250	Admission Requirements	40	X		
-	260	Skilled Worker Diplomas	240	X		
-	261	Technician Diplomas	180	X	R	
-	262	Post Secondary Level Diplomas	180	X	R	
-	270	Periodicals(name, periodicity)	180	X	R	
-	271	Other Publications	160	X	R	rp
-	280	Additional Information	300	X		
-	290	Primary Descriptors	400	X		
-	291	Secondary Descriptors	240	X		

Data Base Name: IRTI — FST for Inverted File — FST name: IRTI

ID	IT	Data extraction format
30	0	V30
50	0	(V50/)
60	0	V60
70	4	V70
80	4	V80
103	4	V103
105	4	V105
140	0	(V140/)
230	0	(V230/)
270	4	(V270`n/)
271	4	V271
290	3	V290
291	3	V291

Data Base Name: IRTI — Format name: IRTI

```
MFN(5),c35,'Date of input: 'V20,,/'Name'MPL'(English): 'MPU,V70(15,15),MPL"  ("V
80(15,15)")"/#"Acronym: "MPU,V90/MPL'Address: 'V100"  ",V101"  " ,V102" ,",V103",
" ,V104", " ,MPU,V105/MPL"Telephone: "MPL,V106+|: |/"Telex: "V108/"Cable  : "V107
/"Head of institution: "V110^n,"--"V110^t/"Contact: "V120^n,"--"V120^t/"Teachers
: "D130,"total; "V130," full-time; "V131,,,"  part-time; "V132/"Trainees: "D133
,"total; "V133," male; "V134," female; "V135/#'Languages : 'V140+|: |/"ILO set
up or aided: "V190/"Programmes: "V200(12,12)/"Number of programmes: "V210/,,,,,
/'Target grp: 'V230+|: |/'Admission : 'V250(12,12)/'Descriptors: 'V290(13,13),'
- 'V291(13,13)/###
```

IRTI / Worksheet / p.1

Data Base Name: IRTI Date of Input: _____
*Input Centre Code: ___ *Control Number: ____
*Record Status and Date: _____

*Language of Record: ___
*Name of Institution: _____

*Institution Name in English: _____

Acronym: _____
*ADDRESS: Street Address: _____ P.O. Box: _____
Postal Code Prefix: _____ City, State or Province: _____
Postal Code Suffix: _____ Country: __
Telephone Number: _____

IRTI / Worksheet / p.2

Cable Address: _____
Telex Number: _____
Head of Institution: _____

Contact Person: _____

Teachers: total ____ full-time ____ part-time ____
Trainees: total ____ male ____ female ____
*Language(s) of Tuition: _____
Institution Type: _____ Responsible Party: _____

Type of Financing: _____

IRTI / Worksheet / p.3

Year of Operation: ____ ILO Set Up or Aided, Date: _____
Description of Programmes: _____

Number of Programmes: ____
Primary Sector Activities: _____

Secondary Sector Activities: _____

The
purp
data
part

Address Database

address database presented here serves mainly for training
oses. It can also be used when setting up one's own
base; of course, it can be extended and modified according to
icular needs.

154

Marino Saksida
Head
ESA-IRS
ESRIN
via Galileo Galilei

I-00044 Frascati

John Hawkins
President
Executive Telecom System, Inc.
9585 Valparaiso Court

Indianapolis IN 46268

USA

Ms. Gunilla Appelgren
Documentalist
Arbetslivscentrum
The Swedish Centre for Working Life
P.O.Box 5606

S-11486 Stockholm

Field Definition Table (FDT) Data Base: ADDR

?|Tag|	Name	|Len	|Typ|Rep|	Delimiters/Pattern |
1	Name	50	X	
2	First Name	20	X	
3	Title	20	X	
4	Branch	50	X	
5	Institution	150	X	
6	P.O.Box (or Street)	50	X	
7	Postal Prefix	10	X	
8	Town	50	X	
9	Postal Suffix	10	X	
10	Country	50	X	
11	Telephone (TP)	20	X	
12	Telex (TX)	20	X	
13	Telefax (TF)	20	X	
14	Telegramme (TG)	20	X	
20	Notes	250	X	

Data Base Name: ADDR FST for Inverted File FST name: ADDR

|ID ||T |Data extraction format
1 0 V1
5 4 V5
8 0 V8

Data Base Name: ADDR Format name: ADDR

```
v2(10,10)," "v1(10,10),/v3(10,10)/v4(10,11)/v5(10,11)/v6(10,11)/#.............
d7(10,10),v7(10,10)" ",v8(10,10)," "v9(12,12)/#v10(13,13)##
```

ADDR / Address Worksheet, p. 1

Name _____
First Name _____ Title _____
Branch _____

Institution _____
_____

P.O.Box (or Street) _____
Postal Prefix _____
Town _____
Postal Suffix _____

Country _____

TP _____ TX _____
TY _____ TC _____

Registration Database

is database serves as a guidance when setting up one's own
tabase for the recording of incoming and outgoing mail. Like
e address database it can be extended or modified according to
rticular needs.

158

001 TX 01.01.1
From: Diaz R, ARTEP, Islamabad
To : Wild K

Re : ARTEP database on WANG diskettes

88-12-12

002 LT 9.0.9
From: Granato J, ESA-IRS, Frascati/Rome
To : Jesse A

Re : ESA-IRS Documentation

88-12-19

003 RE 9.0.9
From: Jesse A, BIBL
Elsmark I, PUBL
To : Takala J

Re : Mission Report 7th Database Producers' Meeting, Frascati, 30 Nov - 1 Dec 1988

88-12-22

004 MI 7.1.1
From: Wild K
To : Staff, BIBL
Turvey R, INFOSTA

Re : Leave end of 1988

88-12-20

Field Definition Table (FDT)

Data Base: REGIS

?|Tag| Name	|Len |Typ|Rep| Delimiters/Pattern |
1 Type of correspondence	2 A
2 Date in	8 P
3 Date out	8 P 99 99 99
4 From	8 P 99 99 99
5 Td	150 I R nlp
6 Transmitted to	150 I R nlp
7 Contents	40 I
8 File number	200 I
9 Notes	10 I R
	100 I

Data Base Name: REGIS FST for Inverted File FST name: REGIS

|ID |IT |Data extraction format
1 0 V1
2 0 V2
3 0 V3
4 4 MHU,(V4/)
5 4 MHU,(V5/)
8 4 V8

Data Base Name: REGIS

Format name: REGIS

```
MFN(2),c60,v1,c70,v8/"From: "d4,(v4"n(6,6),", "v4"i,", "v4"b/),/"To: "d5,(v5"n
(6,6),", "v5"i,", "v5"b/),/"Re: "v7(0,9)/9v2,v3###
```

REGIS / Registration of correspondence, p. 1(2)

Type (FN-file note, LE-letter, ME-Memo, MI-minute, PR-prospectu
TF-telefax, TE-telex, VA-various)

— Date in _____ Date out ___

From _____

_____

To _____

_____

Transmitted to _____

Contents _____

_____

_____

File number _____

REGIS / Registration of correspondence, p. 2(2)

Notes _____

_____

Pa

Pa

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2. Serials database (SER)
3. IRTIS Training Material DB (IRTM)
4. IRTIS Training Institutions DB (IRTM)
5. Address database (ADDR)
6. Registration database (REGIS)

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Subject Index

1. Documentation

CDS/ISIS: Mini-micro version, release 2.0; introductory guide and reference manual (Paris, UNESCO, 1987)

CDS/ISIS (Mini-Micro, version 1.0): manual de referencia (Buenos Aires, Comision Nacional de Energia Atomica, 1987)

CDS/ISIS: version para mini y microcomputadoras (La Habana, Cube. Ministrion de Educación, 1986)

Bibliographic Field Descriptions: manual for Micro-ISIS users (Geneva, ILO. Central Library and Documentation Branch, 1988; ILO-BIBL 4 ENGL (1988 rev.2))

Description des champs bibliographiques: manuel pour les utilisateurs de Micro-ISIS (Geneve, ILO. Central Library and Documentation Branch, 1988; ILO-BIBL 4 FREN (1988 rev.2))

Descripción de los campos bibliograficos: manual para los usarios de Micro-ISIS (Geneva, ILO. Central Library and Documentation Branch, 1988; ILO-BIBL 4 SPAN (1988 rev.2))

IRTIS Training Materials Data Base (IRTM): worksheets and guidlines (Geneva, ILO. Training Policies Branch, 1987; draft)

IRTI - IRTIS Training Institutions: worksheet and information storage (Geneva, ILO. Training Polisies Branch, 1988; draft)

2. Training material (received in the ILO Libray)

Simplified Training Guide for Micro ISIS (Islamabad, APSDEP, 1988)

CDS/ISIS for Beginners; a brief explanation plus a sample extract from the ITC data base (on diskette), by Majoli M (Geneva, International Trade Centre, 1988; seminar paper)

IDIN Manual for the creation and management of a bibliographic data base using Micro-ISIS, by Di Lauro A (Paris, OECD. Development Centre, 1988; diskette included)

Micro-ISIS Training Course: data processing principles and applications (bibliographic references, serials, addresses, registration of mail), by Janssens D and Jesse A (Geneva, ILO, 1988)

Using Micro-ISIS to create and manage a bibliographic information system, Module 4.4 of *PROMODOC: Modular Training Programme for Documentation and Resource Centres in Training Institutions*, by Di Lauro A, Gir XS and Pujol J (Turin, International Centre for Advanced Training and Vocational Training (ILO), 1988)

3. Articles

CDS/ISIS News, *UNISIST Newsletter* 16(1), 1988, 10-11

Le logiciel CDS/ISIS/UNESCO, version mini-micro, par Gimilio P, *Documentaliste* 25(3), 1988, 148-152

Micro-CDS/ISIS: a bibliographic information management software from UNESCO, by Jacsó P, Szücs A and Varga S, *Microcomputers for Information Management* 3(3), 1986, 173-198

Comparison of Four Bibliographic Microcomputer Software Packages (United Nations Economic and Social Commission for Asia and the Pacific, 1988? ; compararative chart: *CAIRS, CDS/ISIS, INMAGIC, SIRE*)

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ILO Library Documentation (ILO-BIBL series)

ILO-BIBL No.	LANG (edition)	Title
0	ENGL (1989) (in preparation)	Guidelines for the preparation of reports in the series "ILO Library computerized Information Processing"
1	ENGL (1986) (revised edition in preparation)	LABORDOC Cataloguing Manual
2	ENGL (1986)	Guide to Searching Data Bases Available in the ILO Library
3	ENGL (1989-rev.)	ILO Manual for Labour Information Centres
	FREN (1986)	Manuel BIT pour les bibliothèques des bureaux locaux
	SPAN (1987)	Manual para las oficinas de área de la OIT
4	ENGL (1988-rev.2)	Bibliographic Field Descriptions: Manual for MICRO-ISIS Users
	FREN (1988-rev.2)	Description des champs bibliographiques: Manuel pour les utilisateurs de Micro-ISIS
	SPAN (1988-rev.2)	Descripción de los campos bibliograficos: Manual para los usuarios de Micro-ISIS
5	ENGL (1988)	Micro-ISIS Training Course: data processing principles and applications (databases for bibliographic records and serials, training material and training institutions, addresses, and registration of mail)
	SPAN (1989)	Curso de Capacitación en Micro-ISIS: principios de procesamiento de datos y aplicaciones (bases de datos para registros bibliográficos y series, documentos e instituciones de capacitación, direcciones y flujo de correspondencia)
6	ENGL (1987-rev.)	Guide to MINISIS in the ILO Library
	FREN (1987)	MINISIS Guide de la bibliothèque du BIT (in prep.)
7	FREN (1987)	Système de gestion des prêts avec étiquettes "codes à barres": processeur LOANS, bases de données ITEMS, USERS et TITLES
8	ENGL (1987)	Classification and Indexing of Periodicals in the ILO Library: SERIALS data base
	FREN (1987)	Classification et indexage des périodiques à la bibliothèque du BIT: bases des données SERIALS
9	ENGL (1987)	LABORDOC Document Analysis Manual
10	FREN (1989)	Création et gestion d'une base de données bibliographique rattachée à LABORDOC: guide à l'intention d'un service de documentation
11	ENGL (planned 1989)	ILO Thesaurus: updating procedures, data base management, applications

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